

Quotation Opportunity Radipole Park Gardens Landscape Architect





RADIPOLE PARK AND GARDENS PROJECT

Landscape 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 landscape 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 master plan delivery 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/hipi1jyq9pmjz6z/AABIPTdD6NqDWQWnJskuOB5Ha?dl=0>

The total value allocated to landscape works is £604,000.

5. The Consultant

Weymouth Town Council seeks to appoint an experienced Landscape Architect to oversee the Masterplan design coordination and preparing tender documents for contractors based on the production of information prepared in the previous stage.

Work will primarily be conducted from home, currently meetings are by Zoom, access will be provided to a Town Council email account. There may be occasions where you will be required to travel and work in Weymouth.

It is anticipated that the consultant will be appointed in April 2021 with a view to contract commencement immediately after appointment. It is anticipated that work on site will be completed by July 2022 although this is contingent on procurement and subject to revision once the design team is appointed.

RIBA Stages

RIBA Stages that the consultant will be required to lead on are detailed below.

RIBA Work Stage 4. Technical Design (Tender action)

- Project Programme and Construction Programme: Contribute to a review of the Project Programme and Construction Programme where appropriate and advise on the implications

of any changes to the design on the Project Programme and Construction Programme. Tender action: In co-ordination with Cost Consultant resolve queries raised during tender period.

- Tender reductions: Revise and re-issue production/tender information, when necessary, to bring the Contract Sum within agreed budget/target cost.
- Report on Tenders Contribute to appraisal and report on supply chain tenders/negotiations.
- Commencement Agreement Provide contract documentation to the Cost consultant, necessary for the Construction Contract Agreement – JCLI Landscape Works Contract 2008.
- Performance Monitoring Assist Client representative in completion of Project Team Performance Monitoring reports.

Assumptions

- Separate whole/half day meetings/workshops on site. To be agreed with Client and PM team prior to commencement of commission and set out on the project programme.
- Cost Consultant to co-ordinate responses to tender queries, issue amendments to documents during tender and appraise tenders, produce tender report.
- Commencement agreement prepared by others.

RIBA Work Stage 5. Construction (Mobilisation)

Services

- Construction information: Provide information to the Contractor as necessary and required for construction.
- Review Designs / Drawings: Contribute to reviews, as appropriate, of design information submitted by other Design Team members such as detailed drawings, calculations and specifications to ensure that they are satisfactory (so far as they are within the scope of or relate to the Services) and consistent with the consultant's approved design of the Project.
- Site Staff Advise on the appointment and duties of Site Staff, and where appointed instruct as required. This will include but not be restricted to commissioned to Artists and Small Tree works Contractors.
- Pre-Contract meeting Attend pre-contract meeting.

Assumptions

- 1 No. pre-contract meeting in Dorset.

Exclusions

- Re-design or re-engineering of any features or elements of the works previously accepted.
- Refer also to Optional Services below.

RIBA Work Stage 5. Construction (Construction to Practical Completion)

Services

- Project Administration: Administer the consultant's aspects of the Project during operations on site including co-ordination with the Lead Designer and Clerk of Works where appointed.
- Inspections: Visit the site at intervals appropriate to the Contractor's programmed activities to inspect the progress and quality of the works.

- Submit Designs / Drawings Prepare and submit to the Client representative and other Project Team members any designs required after the Date of Possession, in accordance with the Project Programme and Construction Programme.
- Additional Information: Respond to reasonable requests for additional information from Contractor, sub-contractors and suppliers.
- Site meetings: Attend site meetings and present Cost Consultants report; and attend all other appropriate meetings as requested by the Client representative. Receive reports from Project Team members, comment and take action as appropriate.
- Changes: Propose changes, advise on proposed changes and Contractors change submissions. Carry out agreed design changes.
- Reports: Provide to the Client representative throughout the duration of the Project reports on progress of the landscape design of the Project and any other matters upon which the Client may reasonably require the Landscape Architect's input from time to time.
- Performance Monitoring: Assist Client representative in completion of Project Team Performance Monitoring reports.
- As Built Records: Produce, prior to Practical Completion, as-built drawings and records including obtaining and reviewing/incorporating information provided by the Contractor and supply chain.
- Extensions of Time: Provide preliminary advice to the Client representative in connection with any application for extension of time, disruption or similar matter.
- Inspection on Completion: Inspect the Project on completion of whole or any sections and in conjunction with any attending Project Team members, record any defects.

Assumptions

- Site meetings held on site and chaired by Landscape Architect. The schedule of meeting dates to be set out in the Project Programme, but may be varied by the agreement of the Client, PM team and the Landscape Architect.
- Intermediate visits as required in order to inspect the works, resolve design issues and agree Changes.
- Soft landscape works due to seasonal requirements and timing within programme may fall outside of the main Construction Programme – make allowance for this.
- 1 No. site visit at Practical Completion of whole or each Section to undertake defects inspection. Sectional completion may be required for Landscape Works (Soft).

Exclusions

- Re-design of any elements of any features or elements of the works previously accepted.
- Additional site visits and design work required for any other reason such as resulting from the uncovering of concealed or previously unknown features.
- Production of defects lists for External Works.
- Valuations, Certificates (by Cost Consultant).
- Additional meetings and site visits required as a result of the project overrunning the Project Timetable.
- The detailed examination of any application for extension of time, disruption or similar matter and any involvement in adjudication, arbitration or litigation.
- Refer also to Optional Services below.

RIBA Work Stage 6. Handover and Close Out (post practical completion)

Services

- Completion of Works: Administer the terms of the contract relating to the completion of the works and give general guidance on activities after completion of contract.
- Defects Inspections Undertake periodic inspections, update schedule of defects and sign off made good defects as appropriate. Inform Lead Consultant when all defects made good.
- Post-Project Appraisal
- Attend meetings organised by the Client representative before and after Project Completion to review Project performance, and to consider scope for improvement on future projects. This is to be in alignment with the NLHF Evaluation framework.
- Performance Monitoring: Assist Client representative in completion of Project Team Performance Monitoring reports together with the issue of "As- Built" drawn information and schedules.

Assumptions

- Practical Completion of Soft Landscape Works will not necessarily fall at the same time as the Practical Completion for the main contract works, e.g. new building, due to the seasonal nature of some works.
- 12 Months Defects Liability period and establishment of Maintenance Period – may be 24/36 months depending on individual requirements within the project.
- Project Cost Consultant will prepare Final Account with input from other Consultants.
- Attend Site Progress meetings with Sub/Contractors – bi-monthly minimum, and as necessary to monitor the arising of defects and their making good.

Exclusions

- Issuing of Certificates.
- Design work or site visits associated with additional changes instructed post Practical Completion.

Optional Services

- All commissions – All or Any Work Stages
- Multi- disciplinary Meetings: Attendance at multi-disciplinary meetings held to discuss projects or elements outside the Landscape Consultant's appointment or fee basis (where attendance would not otherwise be required for whole or part of meeting).
- Public Meetings: Prepare and organise material for public consultation and liaison; attend public meetings.
- Works of Art: Advise on the commissioning or selection of works of art in connection with landscape commissions.
- Scientific Developments: Undertake research and conduct trials if necessary; especially where technical problems indicate that traditional solutions are inadequate. It is recommended that a full brief, fee basis and funding be separately agreed.
- Visits to Nurseries: Visit horticultural nurseries to ascertain the quantity, quality and cost of stock available for purchase.
- Record Drawings: Provide the Client with a set of drawings showing the main elements of the scheme; arrange for drawings of other services to be provided as appropriate.

- Landscape Management Plans: Prepare management plans and maintenance schedules; prepare drawings, schedules and operational manuals, assess cost and staffing implications of proposals.
- Health and Safety Plan: Prepare pre-tender Health and Safety Plan; notify the Health and Safety Executive of the project; assemble the Health and Safety File; prepare 'as built' drawings for the Health and Safety File.

6. Reporting

The Landscape 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 Landscape 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 £24,999 (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 Councils 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 working on similar projects and proven experience of managing contracts - and providing a financial quote for the work as detailed within the brief;

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 managing 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.

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