



PEACEHAVEN TOWN COUNCIL

PLANNED PROCUREMENT NOTICE PRESENTING AN OPPORTUNITY TO TENDER FOR WORKS TO REFURBISH THE EXISTING COMMUNITY BUILDING KNOWN AS THE HUB, PIDDINGHOE AVENUE, PEACEHAVEN, EAST SUSSEX

Date of Issue – 12th March 2025

BACKGROUND

Peacehaven Town Council is the owner of The Hub at Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ.

The Hub was originally constructed in the mid 1980's, with a newer entrance foyer added and internal rearrangements carried out in 2014. It provides changing rooms for the adjacent sports fields and a community space for hire with the main hall able to accommodate approximately 50 people. The hall is used as a Pre-school Nursery for four days a week during school terms.

The building is single storey, with entrance foyer and corridor leading to the main hall, storage and toilet facilities. The changing rooms and referee's room are accessed via external doors. The overall floorspace is estimated at around 300m².

All relevant supporting documents will be available and may be viewed on the following weblink – <https://www.peacehaventowncouncil.gov.uk/hub/>

CONTRACT AWARDING BODY

The tender awarding body will be Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB.

It is felt that the Contract may be particularly suited to small and medium-sized enterprises.

PROJECT TITLE

Refurbishment and energy upgrade of The Hub, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ

KEY PROJECT OUTCOMES

The project involves the following key elements: -

1. Removal of the existing gas fired heating and hot water systems.
2. Replacement of the existing roof coverings, incorporating enhanced thermal efficiency.
3. Installation of heat pump(s) and roof-mounted solar panels which provide complementary energy supplies to support the lighting, space and water heating facilities in the building. (The Council wishes to explore the costs of either ground-source or air-source heat pumps or a combination of both to achieve maximum public benefit and value for money)
4. It is expected that the works will produce a building which will support the ambition of the Town Council to move towards a zero-carbon Peacehaven.

ESTIMATED PROJECT VALUE

The estimated value of the project is £275,000 - £325,000.

KNOWN ISSUES / CONSTRAINTS

1. Construction alongside continued use of facility

The Town Council anticipate the closure of the building during the construction phase, which should be carried out as efficiently as possible in order to minimise the disruption to existing users.

2. Access through car park / easements

In addition to owning the building, the Town Council has ownership of the adjoining car park and land immediately surrounding The Hub. These will be made available for access and storage during the proposed works subject to agreement with the Town Council, however, free and safe access must be retained for neighbouring users.

3. Site Set Up, Construction and Welfare Facilities

It is anticipated that access to the site will be gained via Piddinghoe Avenue and the existing car park which services The Hub. The successful contractor will be asked to recommend the most appropriate location and size of site compound required. It may be possible that part of the adjacent Multi- Use Games Area could be made available for this purpose, but this is subject to further discussions with third parties and cannot be guaranteed at this time. Final arrangements are to be approved by the Town Council.

The Hub contains several internal toilets which will be accessible to the contractor during the construction phase. Public toilets and a café are also within two minutes' walk of The Hub.

4. User-defined constraints

Peacehaven Town Council hosted its first 'Towards Zero Carbon Peacehaven' event at The Meridian Centre during 2022, to highlight and demonstrate the things residents and local companies can do to help the town move Towards Zero Carbon. Peacehaven Town Council has declared a Climate Emergency and has committed to going carbon net-zero by 2030. This project is a significant element in support of that ambition.

Contractors should note that The Hub is in a coastal location and can be affected by a salty atmosphere. The building is operated on an un-staffed basis and the nature and location of heating controls will need to recognise this.

5. Planning and Building Control

The facility is owned by the Town Council and although it is currently understood that planning permission is unlikely to be required for the refurbishment of The Hub, this will need to be clarified when final proposals are available. Building Regulation approval will be required for the proposal and the successful contractor will be expected to liaise with Lewes District Council Building Control to gain the necessary permissions etc. All necessary advice and guidance is available via this link:

<https://www.lewes-eastbourne.gov.uk/building-control>

6. Project Timing

Funding is agreed for the project and the Town Council is keen that construction activities are undertaken during the period of the school summer holidays. To minimise disruption to users, the Town Council will be looking for an efficient construction timetable which minimises time required on site. Precise durations are to be agreed in advance with the successful contractor.

7. Project Funding Conditions

It is expected that staged payments will be clearly defined in advance of commencement of works. The Town Council will require inspections and evidence that the specified works for each stage have been

carried out, prior to releasing funding. The council's Technical / Project Manager will inspect and advise the Town Council accordingly.

8. Other Conditions/Requirements

- The Council will encourage SME local contractors to engage in the process. Tenderers should be aware of the Council's sustainability and carbon reduction aims which are published on the Town Council website.
- Contractors will need to demonstrate adequate insurance cover for the design and implementation of such projects.
- The Town Council will nominate a Tender Evaluation Panel comprising elected councillors, staff of the Council and professional advisors to assess all submissions, however the appointment of the successful contractor will need to be ratified at a meeting of the full Town Council.
- The Town Council has been advised that the electricity supply from the nearby sub-station to The Hub will need to be upgraded as part of this project.
- External building finishes will be required to match the existing and blend in with the surroundings of The Hub.
- Proposals for the installation of ground-source heat pump equipment will need to have regard to the potential future extension of The Hub.
- The successful contractor will be required to make good to any disturbed or damaged land, surfaces, materials, fixtures and fittings.

TENDER PROCESS

The purpose of this Planned Procurement Notice is to identify contractors who have the technical knowledge, ability and capacity to tender fully for and deliver the work within the defined criteria. Eligible contractors will be invited to submit full tender proposals to the Town Council. Applicants are strongly advised to visit the site to assess the layout and access arrangement to ensure a good working knowledge of the location.

The time limit by which expressions of interest and outline proposals must be received by Peacehaven Town Council is **5pm on Monday 12th May 2025**.

The Town Council will be using the tendering procedures for below-threshold contracts outlined in the Procurement Act 2023 and the Procurement Regulations 2024 in the assessment and award of this contract.

QUALITATIVE ASSESSMENT OF RESPONSES

Basic qualifying criteria against which interested parties will be assessed at this Pre-Tender Notice stage will include: -

- Demonstration of understanding of the works and technical capabilities on similar sized projects / relevant contract experience and references (for similar work within the last 3 years),
- Demonstration of knowledge and experience of working with energy efficient and carbon reduction technologies in building refurbishment,
- Capacity to comply with contract and funding timetables,
- Financial standing and legal status,
- History of membership of relevant trade quality bodies (e.g. CHAS, SafeContractor, Constructionline, GasSafe),
- Demonstration of compliance with relevant legislation (including health and safety, environmental and equal opportunities),
- Extent of reliance on sub-contractors and strength of any such existing relationships.

The evaluation of responses will be carried out by reference to the table reproduced in Appendix A.

The Town Council reserves the right to invite any number or none of the responding contactors to participate in the full tender stage.

DOCUMENTS CURRENTLY AVAILABLE

Documents which will be made available during the full tender phase include: -

- Asbestos Survey
- Existing layout plan
- Property Condition Report
- Peacehaven Hub Design Report
- A Utilities Plan is currently being sought and updated

EXPECTATIONS

Funding is already agreed and reserved for the project and work is currently in progress to develop a design specification against which we propose to proceed to the full tender stage.

We envisage that the experience of the final preferred contractor will be used to help inform the final choice of fixtures, fittings and finishes where these are not already specified. We will also expect the final preferred contractor, after appointment, to work with the Town Council, its professional advisors and other relevant bodies to implement the project to full completion, certification and sign-off by all relevant parties.

We envisage that the final preferred contractor will perform the role of sole main contractor for the development and be able to mobilise any sub-contractors and consultants required to fully deliver the project.

It is anticipated that interested parties will familiarise themselves with the site and its general layout. It is expected that the preferred contractor (when identified) will provide valid and current copies of insurance documents, all accreditation board certificates, health and safety policy and relevant method statements to cover the relevant activities and timescales of the project.

The Town Council expect to enter into a formal works contract with the preferred contractor (JCT Minor Works) prior to commencement of site works.

ANTICIPATED TENDERING TIMETABLE

Issue of Planned Procurement Notice (PPN)	12.03.25
Closing date for expressions of interest in response to PPN	12.05.25
Evaluation of expressions of interest, assessment & identification of short list.	13 - 16.05.25
Estimated date for issue of Tender Notice	23.05.25
Procedure to be used	Open
Closing date for receipt of Tenders	20.06.25
Post Tender clarification period	w/c 23.06.25
Short-list & interviews (if required)	23 – 27.06.25
Estimated date for award of contract	30.06.25

(This timetable may be subject to change depending on responses received)

FURTHER INFORMATION AND QUERIES

Any further information or queries relating to this procurement or Notice should be submitted in the first instance to the Town Clerk - TownClerk@peacehaventowncouncil.gov.uk Tel - 01273 585493. No queries will be accepted less than 5 working days before the closing date for responses to this Notice. All parties will be made aware of all queries received and responses provided.

Further information about this project can be obtained from: - TownClerk@peacehaventowncouncil.gov.uk
Tel - 01273 585493.

SUBMISSION OF RESPONSES

Responses to this Notice must be made by **5pm on Monday 12th May 2025** by e-mail to: - thehub@peacehaventowncouncil.gov.uk or via post to The Town Clerk, Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB.

Both email and written submissions to be clearly marked "The Hub Expression of Interest" in the heading/on the envelope. You will receive an emailed receipt from the Clerk but submissions will not be circulated to evaluation panel members or considered until after the closing date.

CONFLICTS OF INTEREST & DECLARATIONS

Contractors submitting expressions of interest in response to this Notice should include the following in their submission: -

1. Their full contact details.
2. A declaration of their status as a sole trader, partnership, limited company, LLP etc.
3. Whether any partner / director has any unspent criminal convictions relating to the conduct of his/her business or profession.
4. Whether any partner, director or employee is related to any elected councillor or employee of Peacehaven Town Council.
5. Where the applicant is a member of a group of companies, provide the name and address of the ultimate holding company and a chart showing the group structure and reporting lines.

You are asked to certify that the information supplied is accurate to the best of your knowledge and belief and that you are able to provide the undertakings requested. Providing any information that proves to be false will result in you not being considered for the contract in respect of which this Notice is issued.

You are also asked to confirm that you are authorised to sign your submission and provide the requested information, authorisations and undertakings.

Appendix A

Initial Evaluation Template

	Key Evaluation criteria
1	All relevant information provided.
2	Documentation provided to demonstrate a properly constituted trading organisation.
3	Demonstration of applicant's economic / financial standing.
4	Any potential conflicts of interest recognised & addressed.
5 *	Assessment of technical capabilities, capacity and experience.
6 *	Relevant contract experience, including references.
7	Company policies & quality accreditation mark.
8	Satisfactory declarations are made

* Greater weighting will be given to these factors.

(The Council reserves the right not to select an applicant who has been assessed as having significant weaknesses in one particular evaluation area notwithstanding acceptable or strong responses in other areas)