

CHUMLEIGH GARDENS

Masterplan Review and Development

Brief to Consultants

Parks Business Unit
15 Spa Road
London
SE16 3QW

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1.0 Introduction

Burgess Park was created as an outcome of the Abercrombie 'County of London Plan' (1943). The park was created incrementally by a series of land acquisitions, some compulsory, from the early 1950's. This process is on-going. As currently constituted, the Park consists of approximately 46 hectares.

Burgess Park occupies a key physical position in relation to the regeneration of south central London. The park provides a green link between and functions as a principal open space area for the north Peckham estate to the south and the Aylesbury Estate to the north.

Chumleigh Gardens forms a cultural and operational focal point for Burgess Park. The complex comprises a number of discrete but inter-related areas providing different facilities and services:

- ◆ The Almshouses

A Grade II listed complex of offices and conference facilities operated by Southwark Council Parks Business Unit. This complex also houses the park café.

- ◆ The World Garden

A series of linked garden rooms open to the public and maintained as demonstration and training gardens.

- ◆ The Heart Garden

A therapeutic garden area operated as a partnership between Parks Services and Southwark PCT.

- ◆ The service yard area

Provides operational facilities for Parks services and acts as a base for a variety of different users

- operational storage for Parks Services within the barns buildings and mobile container units and open space bulk storage for hard and soft landscape materials. Polytunnels and plant display area
- base for Art in the Park community arts organisation
- base for Hamish Horlsey resident sculptor
- base for Passenger Services bus fleet (until March 2004)
- base for Southwark Tigers rugby club

2.0 Development Aspiration

The development of Burgess Park has differed from the Borough's other three major parks in that it has not benefited from significant Lottery funding. As a result, the park has been developed incrementally and funding has been opportunity driven. However, this strategy will have resulted in the investment of £2.2 million in park facilities over the period 2001-2005.

In order to realise its aspirations to develop the park, the Council is seeking to focus its resources on developing Chumleigh Gardens. In pursuit of this, the Council has submitted a bid to the Liveability Fund. This bid, the outcome of which is still awaited, focuses on the creation of 'heart of the park' facility at Chumleigh gardens and its links to the parks major facilities and physical and thematic links to its client communities in the Aylesbury, Peckham, Walworth and South Bermondsey.

In parallel, the Council aspires to extend the management of open space through the devolution of the parks management to an independent partnership trust. With this in view, a partner group consisting of Groundwork Southwark, the Friends of Burgess Park and the London Wildlife Trust has been formed and assigned the task of forming a trust for the future management and development of Burgess Park.

The Council has embarked upon the re-development of the service yard area at Chumleigh Gardens with a view to the creation of a service centre providing educational, training, cultural and technological facilities within Burgess Park in order to broaden the base of the parks users.

As currently envisaged, the project plan for the service yard area is to provide facilities for the following:

- ◆ A Sure Start nursery, training and community facility (also a national pilot for the Greenstart project)
- ◆ A community re-cycling and biogas energy generation centre providing energy to the entire complex and functioning as a national pilot for re-cycling based energy production
- ◆ A national sculpture manufactory
- ◆ A base for Art in the Park community arts organisation
- ◆ A base for the Southwark Tigers Rugby club
- ◆ A service yard for the Chumleigh Gardens 'World Garden' and horticultural demonstration area.

Over the past year, Council officers have been consulting with current and future users and other stakeholders to resolve issues around the development of the service yard. A core group of users (the Chumleigh Users Group) has been formed and now constitutes the principal conduit for the consultative process.

An outline planning application for the Sure Start development was submitted and approved in July 2003. Following extensive further consultation with the Chumleigh Users Group of principle stakeholders, other consultees and members of the Council, a draft masterplan for the service yard area, incorporating all of the listed elements and stakeholder interests was approved by the Council's Executive Committee on December 2 2003.

The development of this masterplan was informed by the following brief for Chumleigh Gardens:

- That it should serve as a visitor attraction, focusing on environmental, sustainable and cultural activities
- That it should serve as a base for training and also for fun
- That it should incorporate a range of sustainable community organisations all of which should provide facilities for visitors
- That it should be an integral and managed part of the park
- That it should attract visitors from across the Borough and beyond, but specifically for residents in adjacent areas and should make every effort to link up with those in the Aylesbury area who are immediately adjacent and suffer from a deficit of high quality community facilities.

The adoption of this masterplan has verified the Sure Start site and this scheme will now proceed to full planning, tender and commencement on site, the latter by April 2004.

3.0 Consultants Services

The Council is seeking three distinct but inter-related services in the execution of this commission:

- A review of the current masterplan through a consultative process
- A dedicated project manager to develop an enabling works and project phasing programme for the service yard area
- Development of the masterplan and submission of scheme for outline planning consent

3.1 Masterplan review

This process will take as baseline the resolution of the Council's executive Committee of the 2nd December 2003. (see Appendix A5). A full information pack will be provided to the consultant upon appointment.

The review will entail the following tasks

Site visit and familiarisation

Interviews with the following users and stakeholders

- Parks Manager
- Strategic Director for Leisure and Environment (tbc)
- Lead Member for Leisure and Environment (tbc)
- Partners to the Burgess Park Trust working party
- Burgess Park Manager and other operational staff
- Chumleigh Gardens 'World Garden' manager
- Sure Start plus design team
- Art in the Park
- Hamish Horsley
- Southwark Tigers Rugby Club
- SEA
- Community Organics for Re-cycling (CORe)

Design review of the existing proposals to consist of a consideration of the following issues

- Overall spatial organisation and relationship between buildings and spaces.
- Quality and character of open space created
- Organisation and efficacy of routes within site and connection with the rest of Chumleigh Gardens, the rest of Burgess Park and its key facilities, the Aylesbury Estate and other neighbouring communities
- Fitness for purpose of accommodation offered to existing and potential new users of the site
- Organisation of vehicular access for emergency access, deliveries and operational requirements, including access to major roads
- Parking
- Access for people with disabilities
- Security

Two meetings with the Burgess Park Users Group (one as introduction, one to present findings)

Production of outputs

- Annotated drawings showing findings of review of masterplan
- Report with findings of review and details of consultative process

Your tender should include a quotation of a rate for additional meetings to be confirmed by agreement

3.2 Project Management

In order to facilitate the procurement of the works phase of the Sure Start project, we need to appoint dedicated project manager to develop an enabling works and project phasing programme for the entire project.

The project manager will also be required to execute stage 1 of this plan through to commencement of works on site for the Sure Start project.

This commission will entail the following actions:

Site visits and familiarisation including reference to current masterplan and current Executive decision

Interviews with the following current users

Consultee	Area of concern
Parks Manager	overall scheme brief
Burgess Park Manager	overall impact on Chumleigh Gardens, Burgess Park and re-location of storage
Parks Repairs and Maintenance manager	re-location of service and equipment to Waite St depot
Chumleigh Gardens 'World Garden' manager	Re-location of storage to new temporary sites in the service yard
Events manager	Re-location of storage
Sure Start plus design team	Site access requirements, Health and Safety
Art in the Park	Impact of Sure Start scheme on operations
Hamish Horsley	Impact of Sure Start scheme on operations
Southwark Tigers Rugby Club	Impact of Sure Start scheme on operations

Preparation of project phasing plan, including Health and Safety plan for the project

Formation of project implementation group to implement phase I of this plan and chairing of meetings of this group (allow for 7 meetings)

Management of Phase I budget

Attendance at Burgess Park User group meeting (allow for 2 meetings)

Your tender should include a quotation of a rate for additional meetings to be confirmed by agreement

3.3 Masterplan development and planning submission.

The project timetable for Chumleigh Gardens has established a requirement to submit an application for outline planning consent by March 2004.

This commission will entail the provision of the following services.

Completion of revised masterplan for the service yard area to Stage D of Landscape Consultants Services, including:

Analysis of findings of masterplan review

Conduct site investigations as required

Preparation of outline proposals including indicative materials

Further consultation with the following users and stakeholders

- Parks Manager
- Strategic Director for Leisure and Environment (tbc)
- Lead Member for Leisure and Environment (tbc)
- Partners to the Burgess Park Trust working party
- Burgess Park Manager and other operational staff
- Chumleigh Gardens 'World Garden' manager
- Sure Start plus design team
- Art in the Park
- Hamish Horsley
- Southwark Tigers Rugby Club
- SEA
- Community Organics for re-cycling (CORe)

Preparation of indicative costs of outline proposals

Consult with the Planning Authority and submit application for outline planning consent.

Consult with Burgess Park Users Group (allow for one meeting)

Tender procedure

Your tender should include a quotation of a rate for additional meetings to be confirmed by agreement

4.0 Budget

The Council has submitted a draft internal bid of £2.6 million for the full implementation of this project.

This bid has been submitted in two tranches:

- Design review, outline planning submission and Phase I enabling works - £700k
- Detailed design, full planning permission, tender and implementation of complete package of public domain works and provision of all necessary facilities to execute the masterplan - £1.9 million.

5.0 Tender Procedure

5.1 Introduction

This Tender is for the provision of Consultant's Services, Masterplan Review and Enabling Works Management, Chumleigh Gardens.

Tender Documents shall comprise

- 1.0 General Description of the Project.
- 2.0 Development Aspiration
- 3.0. Consultants services
- 4.0. Budget
- 5.0 Tender Procedure

With the following Appendices:

- A1 Tender Price Form
- A2 Current masterplan – Chumleigh Gardens
- A3 Current users and proposed demolitions drawing
- A4 Site location map
- A5 Decision of Council's Executive Committee of 2 Dec 2003

5.2 Tender date, validity and tender return instructions

- 5.2.1 Tenderers are requested to submit one copy each of the following documents:

- Tender Price Form
- Copies of Insurance documentation
- Copy of Health and Safety Policy
- Copy of Equal Opportunities Policy
- Copy of Quality Assurance documentation or Quality Plan

Together with any additional information as requested within the tender documents by **10.00am on Friday 9th January 2004** in an envelope marked '**Tender, Chumleigh Gardens**' to the following address:

Parks Services
Department of Parks and Sports
15 Spa Road
London
SE16 3QW

- 5.2.2 No extension to the Tender period will be granted.
- 5.2.3 Tenders shall remain valid for a minimum period of 26 weeks from Friday 9th January 2004.

- 5.2.4 Each person tendering shall ensure that their Tender is returned in an envelope marked **‘Tender, Chumleigh Gardens.’**
The outside of the Tender envelope must bear no mark or indication of the identity of the sender. Tenders should not be sent by fax, recorded delivery or registered post.
- 5.2.5 Hand delivered Tenders will be accepted only at the Reception, Parks and Sports Division, 15 Spa Road, London SE16 3QW Monday to Friday from 9.00a.m. to 5.00 p.m.
- 5.2.6 If a courier service plastic wraps the Tender documents to satisfy its own requirements, the outer covering should clearly indicate that the package contains Tender documents. Failure to do this may lead to the documentation not being processed as a Tender.
- 5.2.7 Tenders received after the time stated above may not be considered.
- 5.2.8 Failure to comply with the above instructions may result in rejection of the Tender.
- 5.2.9 The Council is not bound to award the Contract to the lowest priced or any other Tender.
- 5.2.10 The Council reserves the right to award the Contract(s) for part only of the services specified in the contract.

5.3 Completing the Tender Documents

- 5.3.1 All documents requiring a signature shall be signed:
- a) Where the contractor is an individual, by the individual.
 - b) Where the contractor is a partnership by a duly authorised partner.
 - c) Where the contractor is a Company within the meaning of the Companies Act, by a director duly authorised for that purpose.
- 5.3.2 The rates and sums quoted by the tenderer shall remain fixed for the period in accordance with the Contract Conditions. The tenderer shall be deemed to have satisfied himself before submitting the tender documents as to the accuracy and sufficiency of the rates and prices stated in his/her application which shall (except insofar as it is otherwise provided in the contract) cover all obligations under the contract and shall be deemed to have obtained for himself all necessary information as to risks contingencies and any other circumstances which might reasonably influence or affect the tender application. All prices must be quoted in pounds sterling and decimals thereof. The tenderer is responsible for ensuring the accuracy of all figures and information in the Tender. Any correction, amendments or insertions shall be the responsibility of the Tenderer.
- 5.3.3 Tenderers will be deemed to have fully familiarised themselves with the nature and extent of the obligations that they will assume if their

tender is accepted. Contractors are advised that all costs incurred in the preparation and submission of the tender application and any other costs will be borne by the tenderer and in no circumstances will the Council be responsible for any costs.

- 5.3.4 Should any alterations, additions or deletions to the tender documents as issued to the Tenderers be considered necessary prior to the date of submission of Tenders, these shall be issued in the form of supplementary documents and shall form part of the Contract documents. If necessary a supplementary document may modify a previous document.
- 5.3.5 No unauthorised alteration or addition should be made to the tender application, or any other contract document. If any alteration is made without authorisation, or if the instructions for the application of tender are not fully complied with, or if the pricing schedule or any part not properly completed, the Council shall be entitled to reject the Tenderers application. Tender applications shall be completed in full and submitted strictly in accordance with the instructions without qualifications. Tenderers where required must submit information and details as requested in the tender documents.

5.4 Tender Enquiries

5.4.1 Site Visits

Tenderers are strongly recommended to undertake a site visit prior to the return of their tender.

Please contact the Burgess Park Manager (Steve Cahalan – 020 7525 1065, steve.cahalan@southwark.gov.uk) to make arrangements to visit the site

- 5.4.2 Any enquiries from Tenderers should be received in writing by noon Monday 5th January 2004 to:

Jon Sheaff
Parks Manager
London Borough of Southwark
15 Spa Road
London
SE16 3QW

Telephone: 020 7525 1554
Fax: 020 7525 1599
e-mail : jon.sheaf@southwark.gov.uk

- 5.4.3 The Council cannot undertake to answer any queries received outside this timescale. All explanations or answers shall be made in writing but they shall not be construed to add to, modify or take away from the meaning and intent of the Contract and all the obligations and liabilities of the Contract thereunder. For the purposes of this provision, facsimile and e-mail transmission are sufficient for all

communications between the parties provided always that any correspondence is also sent by post.

5.4.4 Interviews

Tenderers conforming to the conditions detailed within paragraphs 5.1-5.5 inclusive will be invited to interview at our offices during week commencing 12th January 2004.

The time of your presentation will be forwarded to you under separate cover. Please confirm your availability for interview upon receipt of this invitation.

5.5 Other Considerations

5.5.1 In the event of a Tender application being successful, the actual Contract between the Council and the successful Tenderer will only come into existence following notification to the successful Contractor in writing. Until formal signing of the Contract for execution of these services takes place, the priced Tender documents together with the formal letter of acceptance, shall constitute a legally binding Contract from the date stated in the letter of acceptance. All information and Tender documents supplied by the London Borough of Southwark in connection with this Invitation to Tender shall be regarded as confidential and therefore shall not be disclosed to any "person" except such information may be disclosed for the purposes of the Tender application.

5.5.2 The Tender application and Tender documents must not be passed to any other person, company, firm or other party, copies must not be made. Should the Tenderer be unable or unwilling to submit an application, all documents must be returned immediately.

5.5.3 Any Form of Tender submitted by a Tenderer who has directly or indirectly canvassed any Member or official of the Council or obtained information from any other person who has been contracted to provide services to the Council, concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such Member or official concerning any other Tender or Form of Tender submitted by any other Tenderer shall not be considered for acceptance by the Council.

5.5.4 Any Tenderer who:

- a) fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
- b) communicates to any person other than the London Borough of Southwark the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or

- c) enters into any agreement or arrangement with any other person such other person shall refrain from tendering or as to the amount of any Tender to be submitted; or
- d) offers or agrees to pay or give or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the services any act or omission shall (without prejudice to any other remedies available to the London Borough of Southwark) be disqualified.

5.6 Tender Evaluation

In evaluating the Tender the Council shall be seeking to ensure the most economically advantageous Tender and is not obliged to accept the lowest or any Tender. Criteria for tender evaluation will include, but will not be restricted to, the following : price, ability to meet the requirements of the specification, proven track record (not necessarily stated in order of priority).

5.7 Form of Agreement

In accordance with the Council's Standing Orders any Contract awarded with a value exceeding £50,000 is required to be under seal. A Draft Form of Agreement will follow under separate cover in due course.