

Councillors
C/o Leadership Support Team
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Email: kcharles@tendringdc.gov.uk
Our ref: KC/000045

9th August 2024

Reference: Walton-on the –Naze Lifestyles Consultancy Design of a Replacement Air Handling Unit (AHU) and a New Building Management System (BMS)

Dear Cllr Mark Stephenson, Cllr Mick Barry and Cllr Kotz,

Walton-on-the-Naze Lifestyles is a vibrant TDC Sports Facility which was built in 1991. The Sports Centre's pool is popular with residents and visitors to the area. The Centre was recently successful in its Funding application to Sport England for the second phase of the Swimming Pool Support Fund for a replacement Air Handling Unit and a new Building Management System at a total cost of £131,750 (Funding Application costs taken from an Energy Report commissioned to Concept Energy Solutions Ltd, dated 24th June 2021).

Following on from the application a Feasibility Study was commissioned in February 2024 with Heaton Design & Engineering Ltd where it was highlighted that indicative costs had risen for a replacement AHU and BMS system to £249,500. As such, this letter is to seek an exemption from procurement, to continue working with this consultant due to this being a specialised field and it requires expertise to proceed to the next stages.

Within Tendring District Council's Report of the Finance Governance Overview of the Financial Out turn 2023/24 and proposal allocation of Funding, dated 26th July 2024 notes within the Recommendations (Section G) that £150,000 be made available to support the Facility Grant Funding Application, subject to a further Portfolio Report. Both of these mechanical and electrical upgrades would ensure that the Centre operates more effectively/ efficiently and would see a direct reduction of energy costs and the Centre's carbon footprint. It is estimated that the Centre will see an £11,000 saving per annum with a payback of 25 years which falls within the economic lifespan of the new AHU and BMS Systems.

To enable the next Design Stage of the project we will require a Consultant to complete a Royal Institute of British Architects (RIBA Stage 3 Design) of this project. Design Duties would include the following;

- Make allowances as required for the survey of the existing service provisions to assess the loadings.
- Visit the site as required to undertake non-intrusive survey work of the existing layout and services to establish site the constraints.
- Provision of RIBA stage 3 design associated with the new pool AHU, ductwork, controls etc.
- Outline requirements of temporary pool ventilation and existing ductwork cleaning.
- Provision of RIBA stage 3 design associated with replacement of the existing BMS.
- Liaise with specialists and suppliers.
- Provision of RIBA stage 3 electrical design to support the mechanical installation.

- Provision of RIBA stage 3 M&E services technical specification for tender purposes.
- Provision of RIBA stage 3 technical drawings for tender purposes.
- Provision of designer's risk assessments for M&E design as required.

Tender Duties are as follows:

- Issue design packages to 3no. Contractors.
- Commenting as required upon returned tenders for the works.
- Make recommendations as to the appointed contractor.

As such, this concurrence is to seek funds to appoint Heaton Design & Engineering Ltd to complete the Design in line with the recommendations they have formerly provided to us to enable works to be completed under the terms and conditions of the Swimming Pool Support Fund Grant.

The total cost of all works as noted above is £15,000, excluding VAT. Therefore, a total sum of £15,000 is requested to proceed with works. This £15,000 is initially funded from the Sport and Leisure revenue accounts.

If you agree with the exemption of procurement to award of contract and entering into contract with Heaton Design & Engineering Ltd, then I would be grateful if you would sign and return the concurrence below.

Yours sincerely,

Kieran Charles, BA Hons, MCIMSPA
Sport and Leisure Operations Manager

Dear Kieran

I refer to your letter dated 9th August, requesting my approval of a procurement exemption to award and enter a contract Heaton Design & Engineering Ltd to proceed with the RIBA Stage 3 Design for a Replacement AHU System and New BMS System at Walton-on-the-Naze Lifestyles and to complete the tender stage. The total cost of these works is up to £15,000, and this will be funded from the Sport and Leisure Revenue Accounts.

- I concur / do not concur to appoint the consultant, use of these funds for the purpose described above and the Exemption of Procurement.

Cllr Mark Stephenson, Leader, and Portfolio Holder for Finance and Governance

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Dated

- Please delete as appropriate

Cllr Peter Kotz, Portfolio Holder for Assets

.....

Dated

- Please delete as appropriate

Cllr Mick Barry, Portfolio Holder for Leisure and Public Realm

.....

Dated

- Please delete as appropriate

Additional comments (if not concurring)