

## **Retail and Office Design and Fit out – June 2018**

This document lays out tender guidelines for prospective companies to bid for the services of designing and fitting out new offices for Practical Action Publishing - at 27 Albert Street, Rugby, CV21 2SD.

### **Background**

Practical Action Publishing's parent charity Practical Action is selling owned premises, Bourton Hall, at the advisement of trustees and directors. The organisation is moving into Rugby town centre in order to be nearer to public transportation links, signal a change of organisational culture in line with the upcoming new strategy, and to provide an opportunity to embrace a 21<sup>st</sup> century, dynamic workplace. Practical Action Publishing's premises will be located in the building adjacent to Practical Action's new UK HQ and information on materials used and organisational culture will be supplied to ensure appropriate touchpoints between the two premises.

Practical Action Publishing was first established in 1974 as a bookshop with premises in Southampton Row in London. Bookselling and the supply of specialist resources is an important part of our heritage and current strategy. The company also produces 30 new books and 11 journal issues per annum. The move to Rugby town centre, and in particular the current lack of independent specialist bookshops in the area has been identified as an opportunity for the business. Premises with ground floor access were also required to meet the current needs of the ecommerce and publishing business.

### **Key Project Information**

***Initial tender and proposal document inclusive of indicative plans received: 18th June 2018***

***Project Completion Deadline:*** Office - Ready for occupation target **3<sup>rd</sup> September 2018**. The deadline for the office is set by the progress of the main Practical Action move and availability of space at current office, Bourton Hall. *Retail* – More flexibility although there is an aspiration for the refit to run in parallel and be ready for occupation at the same time.

***Start Restrictions:*** Floor 1&2 are currently under application for change of use – decision will be received 13<sup>th</sup> July (there are no anticipated objections). Landlord approval on works required for all floors in the form of a detailed license to alter request. Support will be provided for this.

***Size:*** The premises offers Ground Floor retail (approx. 500sq ft), separate access to Flr 1 & 2 for office, main welfare and storage use (approx.1000 sq ft) totalling 1500 sq ft. - detailed plans are included in the request for tender package you have received.

***Lease Length:*** 10 years

Any parties interested in submitting a tender are able to contact the key stakeholders during the scoping phase, and are advised to do so. The Publishing Managing Director can be contacted on [Stacey.davies@Practicalaction.org.uk](mailto:Stacey.davies@Practicalaction.org.uk) (01926 624411/07930 602573) and is happy to meet with firms and designers prior to submission of the proposal. This can be in person at Bourton Hall where existing fixtures, furniture and stock can be viewed or via telephone or video conference. Key stakeholders Andrea Johnson (staff representative) and Marco Ratti (Practical Action steering group and head of IT) are also available for consultation.

**Budget:** The budget for the project has not been set but we have been given an indicative range of between **£30 - £50 per square foot** depending on finish, equipment, retail requirements, and furniture choices. There are a number of existing furniture items and old bookshop display fixtures that could be utilised. Sample photographs and dimensions of these are available in your tender package. New furnishing recommendations are also welcome.

### **Use of Space – current vision**

**GROUND FLOOR:** Primary use retail alongside facilities for pick, pack and dispatch of the current ecommerce business.

**Retail:** Current estimations indicate 35 linear metres of space for display of 1200 individual book products with commercial display stock likely to be 2500 individual units. POS and display options for a range of non-book products including maps required. Samples of stock can be provided. There is an expectation that any supplier appointed will work closely with the Managing Director to ensure the current estimation on display shelving meets business requirements and that any design will work for the business. Wifi and network connectivity required and should be brought through from Practical Action premises next door.

**Storage, Pick, Pack and Dispatch:** The publishing company also receive pallet deliveries and run an ecommerce business which requires on site solutions. New stock shipments often require splitting and then dispatching to several locations. The average size of these deliveries is 1000 books (50 boxes) stacked on Euro pallets, once per month. Shelving suitable for boxes should be included (approx. 12 linear metres) with room for packing material storage.

It is anticipated that the shop will have 2 staff. Welfare and tea/coffee point facilities should be provided on this floor. Heating is currently electric, upgrades required.

The retail space should meet with all legal requirements and be completed to typical H&S and fire standards.

**FIRST & SECOND FLOOR:** These are accessed by separate entrance to the retail space and are housed directly above the shop location. This space will predominantly serve the needs

of the existing Publishing business. The company employs 7 people currently. Staff members are in the office between 4 and 5 days per week with one team member working from home visiting the office for 2 days once every 3 weeks. A more detailed assessment on occupancy is available on request.

The team utilise a 2 screen (24inch), dock station technology set up and require adequate space and light for detailed work both on and off screen. The team would ideally like to have office space on one floor, with access to book archive (40 linear metres) and files accessed daily. The archive will grow each year by approximately 90 books so there should be space for this. Marketing and sample stock will also require shelving (10 linear metres). Each individual should have adequate workspace, storage and open shelving (average of 4 linear metres per person).

Welfare including toilet, shower, and kitchenette required. These do not have to be on the same floor as the main office and can be split depending on where current services come into the property.

Storage for slow moving stock required. Ideally this will be open shelving, with screening from natural light (80-90 linear metres). Stock will be picked and move in quantities of 3-5 units from this storage location.

A meeting space which will fit the team should be provided. Should there be sufficient space hot desk facilities for Practical Action staff would be desirable but if included should be multipurpose and also suitable for 2-3 people informal meetings or quiet working by the publishing team.

The office and storage space should meet with all legal requirements and be completed to typical H&S standards.

Wifi and cabled network access required. Enough electric and network points should be included anticipating growth as the premises will be leased for 10yrs. Minimum of 4 electric sockets, 1 fused spur and 1 hardline network cable per desk. Electric for welfare, printers (1xA3), and heating should also be provided.

Print facilities will also be required on these floors.

Heating is currently electric, upgrades required. No boiler for hot water so suitable products will need to be suggested.

Safety bars are also required on low level windows.

***Security, fire and access solutions are required for all floors.***

***Network access will need to be brought through from the adjacent Robbins building.***

## Outcome

Practical Action Publishing will appoint a single company at the end of the tender bidding process to design and fit out these premises. The company will be required to work closely with the Publishing Managing Director and the Practical Action refit steering group.

## Request for Proposal

The tender document and pitch will be the determining factor for a committee to select a contractor to carry out the entire design, fit out and move process. We hope to gain an understanding of the vision you have for the space, your design ideas, as well as your capacity for fit out and delivering to schedule. **Concept plans, to scale, are expected at tender stage although it is understood that minor revision processes will be necessary.** The proposal should showcase your ideas, recommendations of how you would design the space and indicative costs.

## Fees and Services

- 1) Bidders preliminaries fees for tender should consider what may be required prior to fit out, including but not limited to:
  - Undertaking a detailed Site Survey
  - Interior Design and the recommendation of finishes
  - 3D Visualisation of recommended scheme
  - Mechanical and Electrical Design
  - Existing furniture audits and the specification of any new furnishings
  - Employee Engagement
  - Duties as our CDM Principal Designer / Health and Safety Agent
  - Building Control Approvals and Fees
  - Project Management inc. recording progress in written form
  - Full Time Site Management throughout the duration of the project
  - Site Protection to Core areas, outside the boundary of works
  - Disposal of Albert street existing fixtures and fitting
  - Quality Management
  - Contract Cleaning prior to site handover
  - The production of Landlord Approvals Documentation
  - The production of 'as fitted Drawings" upon project completion
  - Move management co-ordination

## Specific Initial Considerations for Practical Action Publishing:

- Practical Action Publishing currently has significant amounts of storage which can be accessed daily this is a continuing business requirement.

Terms of Reference – Considerations In the Delivery of a New Premises

- A) Detailed Design and Timeline
- 1) Engage with key stakeholders to understand Practical Action Publishing's requirements.
  - 2) Complete detailed drawings and visuals both for use in consultation with management and for delivery of the new premises.
  - 3) Review furniture and POS options at various budget levels and make proposals with options.
  - 4) Propose various finish levels throughout design.
  - 5) Propose an initial and updated timeline for the design, fit and move process in line with indicated deadlines.
- B) Tender and Evaluation of sub-contractors / delivery
- 1) Technical specifications and drawings for what is required.
  - 2) Contractor evaluation and due diligence
  - 3) Contract documentation for sub-contract / relationship / payment terms
- C) Construction
- 1) Project Management from start to finish of project
  - 2) Financial Management of project with transparent payment mileposts on completion of activities
  - 3) Health & Safety monitoring and risk assessments for works
  - 4) Site Management – complete oversight
  - 5) Quality Control of works performed by all contractors
  - 6) Handover to Practical Action Publishing including Final Sign off of agreed Snagging List and warranty on works.
- D) Post Construction Support
- 1) Review of deliverables
  - 2) Post contract briefing
  - 3) Training on systems and equipment
  - 4) Minor works as required
  - 5) A warranty for all works with appropriate call-out response times

Project Management

- Ensure the project is delivered on time, within budget and to the performance criteria and quality standards agreed with Practical Action Publishing
- Ensure overall planning, co-ordination and control of the project

- Establish a detailed procurement for sub-contractors, materials and equipment including time periods for ordering,
- Provide dedicated site management services to oversee and monitor progress of the project
- Establish an agreed cost plan with anticipated cash flow to facilitate payments under the contract within the budget period
- Monitoring the progress of remedial works to the project, making good defects.
- Provide a warranty on works for all construction
- Release of retention monies in accordance with the building contract.

### Procurement

- Require an open book procurement approach for this project with the ability to include nominated contractors and the right to approve the final award.
- The Principal Contractor, the successful bidder, shall be responsible for activities including but not limited to:
  - 1) Issuing tender information to approved contractors.
  - 2) Arranging for building site access.
  - 3) Facilitating contractor questions.
  - 4) Reviewing tender returns in conjunction with Practical Action Publishing.
  - 5) Providing detailed sum analysis if requested.
  - 6) Agreeing jointly approved contractors.
  - 7) Agreeing contract sums.
  - 8) Providing a warranty on all works.
  - 9) Provide a materials list.

### Workplace Change Management Support

A change management programme plan including communication with staff to support adapting to a new environment may be incorporated into this bid, or may be negotiated and agreed separately, at the discretion of Practical Action Publishing.

### Compliance with Laws and Regulation

Submitting a proposal bid for this contract affirms:

- 1) The Supplier complies with all laws and regulations, including but not limited to those concerning equal opportunity, wage and hours, and employs regardless of race, religion, colour, sex, age or national origin.
- 2) The Supplier complies with the Occupational Safety and Health Act, as may be amended and including all regulations adopted and in effect at the time of the performance of service.

Subcontractors

Any and all services required of the Supplier and subcontracted to a third party remain the Supplier's responsibility including the hiring practices, policies and procedures of the subcontractor.

We look forward to receiving your tender by **18th June 2018.**