



# APPENDIX 1 - SPECIFICATION FOR THE DESIGN, HIRE AND INSTALLATION OF LIGHTING AND ASSOCIATED FEATURES FOR THE POOLE CHRISTMAS MARITIME LIGHTING FESTIVAL

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## **1. Introduction and Background**

- 1.1. 2022 will see the launch of Poole's Christmas Maritime Lighting Festival which will bring an attractor event to Poole over a 6-week Christmas period. The free to attend event will run through the centre of Poole bringing a Maritime Christmas feel, to support the businesses across this period whilst raising the profile of the destination.
- 1.2. Following the success of the Bournemouth Christmas Tree Wonderland trail which began in 2018, the Council are looking to provide a unique offering to Poole which compliments its maritime heritage and is an attraction in its own right for visitors and residents.
- 1.3. We are looking for a dynamic and innovative company to build on the initial design concepts creating and installing a Christmas lighting event to include all associated features within a maritime theme to illuminate the Town Centre, Quay and gateways creating a unique visitor attraction. It is the intention that theming will continue to run through the Dolphin Shopping Centre and Kingland Crescent who contract out Christmas Decorative features separately.
- 1.4. Jointly funded by BCP Council the Poole Business Improvement District (BID), and organised by BCP Council, the partnership working will see an investors group of sponsors and business to develop the event.
- 1.5. The Supplier should have extensive experience in projects of this size and be able to work alongside BCP Council with the stakeholders to develop designs within the budget specified.
- 1.6. The investment will be confirmed initially for 1 year with yearly extensions up to a maximum contract period of 5 years, in line with the end of Poole BID term. This is in order to firmly establish the project giving variations year on year to give the event a fresh approach each season, subject to the extensions being agreed with the Supplier.

## **2. Scope**

- 2.1. BCP Council requires a Supplier to design, build and install unique Christmas lighting features. This is to include all associated build and design, hire, storage, installation, derig and maintenance of Christmas lighting features.
- 2.2. The contract will be for an initial 1-year period to deliver for Christmas 2022 with the option to extend annually for a further 4 years should funding be extended and all parties are happy to continue. The anticipated start date of the contract is 1 August 2022.
- 2.3. The dates for Christmas 2022 for the event are provisionally between Saturday 19 November 2022 and Monday 2 January 2023. It is expected that for Christmas 2022 that installation will commence from 7 November 2022. The Supplier will be required to have removed the installation by Sunday 15 January 2023.
- 2.4. For the first year (Christmas 2022), the Council has a budget of £225,000.00 (exclusive of VAT) for the delivery of the Design, Hire and Installation of Lighting and Associated Features for the Poole Christmas Maritime Lighting Festival. This is to include all costs associated with

the build and design, hire, storage, installation, derig and maintenance of Christmas lighting features. Bids received will need to be within the budget or will be rejected.

- 2.5. The quality of the visual experience of the theme bringing in light and tradition is paramount in this event in order to provide Poole with the right distinctive and memorable Christmas attraction. The individuality of the content will cement the nature of the event alongside the visual appeal.
- 2.6. All features will be on a hire basis to the Council with the Supplier ensuring they are effectively stored and maintained to remain in good working condition throughout the life of the contract as the cost to the Supplier.
- 2.7. The Supplier will be responsible for providing, at their cost, all the necessary professionals for the installation in terms of qualified electricians, forklift drivers and onsite grounds-person including a project manager to be onsite at all times for the build and derig.
- 2.8. There will be a requirement as part of the contract for call outs for the duration of the event each year. All callouts should be included in the costs supplied and be within 2-hour response time.

### **3. Requirements - Design and Content**

- 3.1. The design should be unique and preferably bespoke in its creation developing into a sophisticated event with a strong maritime link appealing to a full mix of the public from children to adults. The initial concepts can be found in 'Appendix 2 – Initial Concept Work' and provide a summary of the overall project.
- 3.2. Each of the areas covered below in the lighting requirements are shown on the location map in Appendix 3 and location pictures can be found in 'Appendix 4'.
- 3.3. The individual design and content lighting requirements for the Poole Christmas Maritime Lighting Festival are as follows:

#### **3.3.1. Gateways**

The trail will light up the gateways into Poole to unveil the hidden gems that lie in the streets both new and old. Whether these are strings of lights or up-lighting effects they will be seen on 3 of the entrances into Poole to entice the visitor to come and see more. These locations are Hunger Hill, Poole Bus Station and Twin Sails Bridge and are shown on the map in Appendix 3 under 6, 19 and 20. Images of the locations can be found in Appendix 4.

#### **3.3.2. Significant Christmas Trees / Christmas Tree Lighting Features**

Christmas trees that are bespoke and breath-taking in their appearance should be a key feature of the scheme in Falklands Square, Orchard Plaza and Poole Quay. They should embrace the Maritime theme where possible and be a minimum of 10

metres each in height. These locations can be found at 1, 11 and 16 on the map in Appendix 3. Images of the locations can be found in Appendix 4.

### 3.3.3. High Street Installations

Significant installations will glow up through the High street providing the link from the Quay and Old Town through to the Dolphin Shopping Centre. It is the intention that the theming will continue to run through the Dolphin Shopping Centre and Kingland Crescent who contract out Christmas decorative features separately. There is ambition that there will be eye-catching installations, both on the ground and strung up high to create immersive attractions are required. The Council are looking for bespoke designs in keeping with the Christmas and Maritime theme and with the ability to refresh these over the period of the contract. We are looking for six unique installations across this location and they can be found as 2, 3, 4, 5 and 7 on the map in Appendix 3. Images of the locations can be found in Appendix 4.

### 3.3.4. High Street Features

In addition to the installations detailed in 3.3.3, the Supplier will need to provide some additional features which stand out as significant elements within the design of the scheme. These will be in four locations on the High Street and Old Town detailed as 9, 10, 11 and 12 on the map in Appendix 3. Examples of these four features could be magical ceiling curtains, intense tree wraps, walk through lighting arches or tunnels and waterfalls of lights. Images of the locations can be found in Appendix 4.

### 3.3.5. Feature Buildings

Poole Museum provides a significant element of the trail, and this building should become a feature within the scheme. Whether this is through installations, up-lighting or an array of string lighting effects. The location can be found at point 14 on the map in Appendix 3. Images of the locations can be found in Appendix 4.

### 3.3.6. Festive Street Lighting

Saram Street and Market Street provide side streets within the event, and these should have festive lighting as part of the scheme, enticing people to explore them and providing a link for the businesses to engage there and for the visitor to keep walking. These two locations can be found at point 13 and 18 on the map in Appendix 3. Images of the locations can be found in Appendix 4.

### 3.3.7. Poole Quay

As the trail reaches the key, Poole's Unique Selling Point (USP) will come to life in the harbour, lit to showcase the boats on the water creating business opportunities both on the ground and at sea and bringing a festive feel to the harbour and central gateway to Poole. The Council will work with boat operators to naturally light up the water and the Supplier will compliment this by adding in bespoke elements to this area to compliment the water, buildings and the commercial activities taking place. These

areas can be found at 15, 16 and 17 on the map in Appendix 3. Images of the locations can be found in Appendix 4.

- 3.4. The Supplier should incorporate ideas to add in animation of some of the features to enhance the interaction of the attraction as part of the submission and installation. This could include light shows, sound boxes or moving animation.
- 3.5. The Supplier will bring in all associated features to include lighting and trees on a yearly hire and installation basis. The submission must identify a rotation of content each year to maintain the freshness of the attraction.

#### **4. Requirements - Electrical Connections**

- 4.1. A proportion of the areas outlined in Appendix 3 have power to them. However, it is anticipated some areas will require an upgrade in order to be able power the installations and lighting and early site meetings will be required with the Supplier to identify requirements, in order to ensure these are installed in time for the Christmas 2022 event.
- 4.2. The Supplier must provide details of the electrical load of each item to be installed within their Bid submission.
- 4.3. The Supplier will be responsible for all cabling to the distribution points and for providing a competent and suitably qualified electrician to make the connections. The Council will be responsible for providing the power sources.
- 4.4. The Supplier must provide a test certificate for the electrical installation of the project by a qualified electrician to the Council on completion of set up each year.

#### **5. General Requirements**

- 5.1. The installations will be in place for a minimum of 40 days each year and a maximum of 50 days falling in November, all of December and early January. The dates for each year will be confirmed by the April of each year.
- 5.2. The Council will be funding this event through a mixture of commercial income, partner funding and sponsorship investment. Suppliers should allow within their the offering the opportunity for the scale of the Lighting features to go up or down and be priced as a pick and mix with a minimum project spend based on the costs submitted.
- 5.3. The Council will liaise with the Supplier over the final locations and the site layout in the lead up to the event each year. Final layouts will be agreed between the Council and Supplier eight [8] weeks prior to the event start date each year.
- 5.4. The Supplier in each year will be required to provide a plan that outlines their set up and breakdown timings. The Supplier must ensure that the set up and breakdown timings align with the dates agreed with the Council for each year of the contract.

- 5.5. The event site for the installations is public open space. The Council will supply roaming security for the duration of the event including during set up and breakdown.
- 5.6. The Supplier must provide details of the insurances they have in place for the installations along with any requirements for the Council to insure as part of their submission. This should include insurance against damage, loss or theft along with public liability.
- 5.7. The Supplier is responsible for the maintenance of lighting and associated features throughout the duration of the event to ensure that there is a structure and policy in place to check the installations on initial install, sign off and weekly during the event to pick up any safety issues early. The Supplier must ensure that any issues are fixed effectively. The Supplier must detail the maintenance arrangement should the Council highlight any safety concerns during sign off or at the event.
- 5.8. The Supplier will be required to cover a call out process throughout the duration of the event to include Christmas Day and Boxing Day. The supplier must have a competent person to attend site for any issues with the installations within 2 hours. Details of the on-call procedure should be detailed within the tender submission.
- 5.9. Every effort must be made by the Supplier to maintain the condition of the ground and any trees or fixings they are attaching to during the installation and removal of equipment. The Supplier will be liable for any damage not caused through wear and tear of the site.
- 5.10. The installations must be lit and working between the hours of 12:00 hours and 23:30 hours each day during the event.
- 5.11. Pinning into the ground is not permitted so suitable weighting must be used.
- 5.12. The Supplier must supply all associated materials for the installation of the lighting and associated features including structures, lights, distribution, cabling and associated equipment. The price submitted must be inclusive of this.
- 5.13. The Supplier will be responsible for storage of all infrastructure in between each year.
- 5.14. The Supplier is responsible for transportation of the lighting and associated features to and from the site each year.
- 5.15. The Supplier must provide an on-site project manager for the duration of set up and breakdown as a central liaison point for the Council. They will be responsible for the management of any subcontractors brought onto site.

## **6. Performance Management**

- 6.1. The contract will be managed by the BCP Council Events team who will be the main point of contact
- 6.2. Performance will be assessed on the following Key Performance Indicators:

KPI	Indicator	Measurement	Minimum Level
KPI1	Footfall Figures for Poole High Street and Poole Quay	Footfall counters show a significant uplift in visitors to the area during the Poole Christmas Maritime Lighting Festival	Increase in Footfall from previous year
KPI2	Customer Satisfaction Surveys (including social media)	feedback on the lighting installations through customer satisfaction surveys taken at the event and/or are positive	90%
KPI3	Feedback from Stakeholders	Poole BID boards providing positive feedback in the lighting installations and continuing their funding	90%
KPI4	Response Time to Call Outs	Call outs responded to within 2 hours	100%
KPI5	Time taken to Resolve Issues following Call Out	Repairs undertaken within 24 hours	100%
KPI6	Replacement of Unrepairable Items	Unrepairable items replaced with a suitable replacement within 48 hours	100%
KPI7	Health and Safety	Health and safety record across the build, breakdown and paperwork submitted	100%

## 7. Payments

- 7.1. The Supplier will be required to submit electronic invoices to the council. The Council will indicate an email address where PDF invoices should be issued to the council. All invoices must clearly display a BCP Council purchase order number on them and any other information that may be reasonably requested by the Council.
- 7.2. The Council will pay 30% fees on design sign off estimated to be July in each year, 35% on the completion of the installation each year and the remaining 35% on completion of the event each year once everything has left site and the contract has been fulfilled.

## 8. Standards

- 8.1. A risk assessment, separate fire risk assessment and separate COVID risk assessment for the installation must be provided to the Council by the Supplier a minimum of 6 weeks prior to the event start date.
- 8.2. The Supplier is responsible for providing method statements in advance for all installations for agreement by the Council.



- 8.3. The Supplier will be required to provide Public Liability insurance to the minimum value of £10 million and Employers Liability insurance to the value of £10 million.
- 8.4. Any forklift trucks or similar lifting equipment used on site must be fit for purpose, appropriate for the task, suitably marked and compliant with the statutory thorough examination in addition to inspection and maintenance schedules. All lifting operations must be carried out in a safe method through proper planning by a competent person. Relevant documentation along with the relevant operator training certificates must be available for onsite inspection
- 8.5. Should a crane be required onsite, a site-specific crane lifting plan will be required in advance of the operation.
- 8.6. The Supplier must comply with the Working at Height regulations 2005 and cover this within their paperwork.
- 8.7. The Supplier is responsible for ensuring they meet their duties under the Health & Safety at Work Act 1974 and relevant regulations under it, such as the Management of Health & Safety Regulations 1999.
- 8.8. All vehicles should be provided with a banks person for any movement requiring the reversing of a vehicle.
- 8.9. The site is a public open space and therefore access to the pathways must be given at all times to the public passing through. Work areas must be suitably sectioned off in order to create a safe working environment, with alternative routes provided where needed.
- 8.10. The Supplier is responsible for ensuring that anyone using equipment or machinery during the event has suitable guards and safety devices in place. All machinery must be properly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and manufacturer's recommendations.
- 8.11. Structural calculations must be provided for all installations and a project sign off certificate given to the Council on completion of installation to confirm all structures are safe for the public.
- 8.12. The Supplier must ensure that all staff are paid as a minimum, at the required pay levels stated by law and must ensure that all staff have the eligibility to work within the UK.

## **9. Delivery**

- 9.1. The Supplier must specify build and breakdown requirements including any compound requirements as part of the Bid submission
- 9.2. A site visit must be carried out to assess access requirements for all vehicle deliveries to site to identify and agree suitable loading and unloading locations.

- 9.3. As a public open space, access to the high street and surrounding area during peak visitor times should be avoided where possible.
- 9.4. The Supplier is responsible for giving a minimum of 12 weeks' notice should there be a requirement for any road closures whilst installing equipment. The Supplier will be required to work alongside the Councils Highways Team in determining the best way of installing these if this is the case.
- 9.5. Noise should be kept to a minimum onsite as not to disrupt residents in the area. There should be no loud machinery or unnecessary work taking place after 23:00 hours. Should work be required overnight, noise management measures should be in place and agreed with the Councils Environmental Health Team in advance of set up.
- 9.6. A detailed set up and breakdown schedule must be agreed each year with the Council prior to arrival on site.

## **10. Contract Management**

- 10.1. The Supplier is required for attending all site meetings in the lead up to the event to agree locations and logistical details.
- 10.2. It is anticipated that more site visits will be required in year 1 due to it being a new project.
- 10.3. It is expected that this will be in the region of 10 visits for year 1
- 10.4. BCP Council will appoint an Event Manager to contract manage the project and regular contact will be required with them in order to deliver the event successfully.

## **11. Training**

- 11.1. All staff working on behalf of the Supplier should be suitable qualified, trained and competent in the work they are undertaking. Relevant licences will be requested by the Council for specific works.
- 11.2. The Council will provide contractors briefing notes to the Supplier and it is their responsibility to ensure this information is cascaded to all staff onsite.

## **12. Termination**

- 12.1. Should the event have to be cancelled due to an unforeseen circumstance beyond the Council's control such as a public health situation then, the Council will only pay storage costs for that year.