

# West London Waste

*Treating waste as a valuable resource*



**West London Waste Authority (WLWA)**

**ReActon Circular Economy Hub**

**Annex 1 – Project Scope**



## ANNEX 1 – PROJECT SCOPE

### ACTON CIRCULAR ECONOMY HUB

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#### 1. Project Context

WLWA is seeking to appoint a contractor to design and deliver a temporary circular economy hub at Acton in the London Borough of Ealing.

The purpose of the Hub is to provide a functional, public-facing space that enables reuse, repair, retail and community activity, diverting material from the waste stream and supporting a range of delivery partners operating within the circular economy.

Planning permission has been granted for the installation of **up to sixteen single-storey shipping containers / modular units** and the contractor must comply with relevant planning permissions as per the documents set out in Schedule 1. Bidders must work within this parameter when developing their proposals.

This is not a permanent or highly engineered development. The Authority is seeking a practical, durable and adaptable solution that can be delivered efficiently and operate effectively for a period of at least five years.

\*Total area: 1,197.98 m<sup>2</sup> (12,895.00 ft<sup>2</sup>) approx. at the land and any buildings known as Stirling Road Waste and Recycling Centre at the South Acton Industrial Estate, Bollo Lane, London comprised in freehold title number MX475799 and shown edged red on the plan in Schedule 2.

#### 2. Delivery Approach

The appointed contractor will act as a design and build delivery partner, responsible for developing and delivering a complete and compliant solution.

Payment shall be linked to the satisfactory completion of the relevant Work Packages as defined within the Pricing Schedule. The Authority's payment obligations shall only be triggered once the relevant Work Package has been completed in accordance with this Scope and to WLWA's reasonable satisfaction.

The Authority will provide the project brief and functional requirements but will not provide a fully developed technical design. The Authority will provide the planning consent, site information, project brief and functional requirements. The appointed contractor will develop and submit their own design solution in response to those requirements and take responsibility for detailed design, coordination and delivery. The contractor is therefore expected to take responsibility for design development, coordination of specialist inputs and the delivery of all works through to completion.

Where subcontractors are required, these shall be fully managed by the contractor.



The Authority recognises that it does not retain detailed in-house construction design capability. Bidders must therefore clearly demonstrate how they will ensure that their proposals are technically robust, compliant and deliverable. The Authority may appoint independent technical or CDM advisory support to provide client-side assurance, and the contractor will be expected to work collaboratively with such advisors.

The authority will retain the right to review and approve the contractors design development at key stages throughout the project. As a minimum, the contractor shall submit the following for review and approval:

- Concept design
- Developed design
- Technical design
- Construction issue design

The purpose of these reviews is to confirm compliance with the Authority's functional requirements, planning consent, operational objectives and project brief. Approval by the authority shall not relieve the contractor of its responsibility for the adequacy, compliance, coordination or buildability of the design. The contractor shall remain fully responsible for all design obligations under the contract.

### **3. Scope of Works**

The contractor shall design, construct, commission and hand over a fully operational community reuse and 'circular economy hub' capable of safely receiving, processing, storing, repairing, displaying and distributing reusable items to members of the public. The completed facility shall be fit for public use, compliant with all relevant statutory requirements and planning conditions, and capable of supporting the authority's intended operational activities for the duration of the project.

This will include the design, supply, installation and commissioning of all buildings and associated elements necessary to bring the site into use (except for activities which are described as Authority responsibilities in section 10 below). This is expected to include development of the site layout, structural approach, internal fit-out at an appropriate level (as per above requirements), coordination of services, and any external works required to enable safe and effective operation.

The solution must be modular and mountable, designed so that it can be removed and relocated at the end of its operational life without significant demolition works or permanent impact to the site. . The completed Hub must be suitable for continuous public use and capable of operating effectively for a minimum of five years.

The contractor shall be responsible for all health and safety matters associated with the design, construction, commissioning and handover of the works, including compliance with CDM regulations and all relevant statutory requirements. WLWA shall retain those



client responsibilities expressly identified within the lease and associated site agreements.

#### **4. Site and Layout Considerations**

The site will operate primarily as a pedestrian environment, with limited and controlled vehicle access.

Bidders are expected to develop a layout that enables safe and efficient movement of people, materials and goods. Proposals should demonstrate how different activities will function alongside one another without conflict, particularly in relation to deliveries, storage and public access.

The arrangement of buildings and external areas should support visibility, accessibility and ease of navigation. The Hub should feel open, active and legible to users.

A draft layout is provided at Schedule 3.

Bidders may refine or reconfigure the draft layout provided at Schedule 3 where this improves functionality, operational efficiency, safety or usability, provided the proposal remains within the site constraints (Schedule 2) and planning consent (Schedule 1). Where bidders propose amendments to the draft layout, they should clearly identify the proposed changes and provide a supporting explanation within their tender submission.

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Particular consideration should be given to how goods enter, move through and exit the site, and how different user groups will interact with the space on a day-to-day basis.

The authority anticipates that deliveries will primarily comprise reusable household goods, furniture, electrical items, bicycles, materials for repair and refurbishment activities, and general operational supplies. Delivery and collection movements are expected to be low frequency, typically one to two vehicle movements per week, using vehicles ranging from small vans up to Luton sized box vehicles. Proposals should demonstrate how these movements can be accommodated safely and efficiently within the overall site layout, whilst maintaining a predominantly pedestrian focused environment.

#### **5. Functional Requirements**

The Hub must accommodate a range of activities. The Authority is seeking spaces that are practical and effective in use.

A central workshop and community space is required, capable of supporting repair activity, training sessions and small events. This space should be accessible, robust and visually connected to the wider site, allowing for an open and engaging environment.



A reuse shop will form a key public-facing element of the Hub. This space should be welcoming, easy to navigate and capable of handling the movement and storage of bulky goods. Appropriate back-of-house space should be included to support day-to-day operations.

A food distribution area is required to support redistribution activities. This should allow for dry storage, safe handling and straightforward collection by users. Provision should be made within the design to accommodate refrigeration equipment in future phases, although such equipment is not included within the current scope. The layout should allow for this to be integrated without significant disruption.

A number of smaller units will be required for use by delivery partners and businesses. These should be simple, flexible and capable of accommodating a range of uses over time. The design should allow for easy adaptation as tenant needs evolve and remain consistent with the planning permission (see Schedule 1).

Secure storage must be provided across the site to support operational activity. These areas should be accessible and capable of handling bulky materials and equipment.

Welfare provision, including toilets and handwashing facilities, must be mains connected and incorporated in a manner that is practical for a public-facing environment.

Externally, the site should include covered or semi covered areas where these support operational activities. Given the year round nature of the hub and the UK climate, proposals should incorporate appropriate weather protection measures to ensure key operational, storage, repair, display and visitor areas remain practical, accessible and welcoming (light touch landscaping for example) throughout the year.

## **6. Design and Construction Principles**

The Authority expects bidders to carry out the design in accordance with good industry practice. The use of shipping containers or modular units is anticipated, both to align with planning consent and to support efficient delivery. Proposals should demonstrate how these units will be adapted to provide functional, comfortable and durable environments.

A strong emphasis is placed on the use of environmentally responsible materials and construction methods. Bidders are encouraged to maximise the use of reclaimed, recycled or low-carbon materials where this can be achieved without compromising durability, safety or maintainability.

The external appearance of the Hub is an important consideration. The site sits within an evolving urban context, surrounded by modern development, and the finished scheme should respond appropriately. The Hub should present as a coherent and purposeful space, with a consistent and considered approach to materials, finishes and detailing.



While the development is temporary, it should not appear ad hoc or makeshift. Simple, well-executed design choices—such as consistent finishes, screening, signage and light-touch landscaping—are expected to create a well-presented environment that sits comfortably within its surroundings.

Internally, finishes should be robust, durable and easy to maintain. Public-facing areas should feel welcoming and usable, while still supporting the practical demands of the site.

Designs should, where reasonably achievable, allow for future modification or reconfiguration.

## **7. Programme and Delivery**

Bidders must provide a clear and credible programme demonstrating how the project will be delivered from design through to completion.

This should include key stages such as design development, approvals (where required), fabrication, installation and commissioning.

The Authority anticipates that the Hub can be delivered within a relatively short timeframe, reflecting the modular nature of the proposed solution. Bidders should assume a programme in the region of several weeks to a small number of months from contract award to completion, depending on the proposed approach. In any event, the contractor should achieve completion by the *completion date* specified in the Contract Data.

The Authority has an ambitious programme and is seeking to bring the Hub into operation at the earliest opportunity following contract award.

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## **8. Commercial Context**

Not used.

## **9. Change Control and Design Development**

The Authority recognises that some development of the design will be required as the project progresses. This will be managed in a controlled and transparent manner through the compensation event mechanism in the contract.

The contractor will be expected to identify clearly the implications of any proposed changes in terms of cost, programme and risk via a clear change control protocol. No material changes should be implemented without formal instruction from the Authority.



## **10. Authority Provided**

The authority will provide the following items prior to commencement of the works:

- Planning consent and all associated planning documentation
- Access to the site in accordance with the agreed programme
- Utility connections to the site boundary including electricity, potable water, foul drainage and telecommunications/data infrastructure
- Relevant site information available to the authority
- The approved project brief, functional requirements and draft layout (Schedule 3)

The contractor shall be responsible for all design development, coordination, final connections within the site, testing, commissioning and all of the works necessary to deliver a complete, operational facility, except where expressly stated as being provided by the authority

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## **11. Risk and Responsibility**

Except for the authority provided inputs identified in section 10, the contractor shall take primary responsibility for the design, buildability, coordination and delivery of the works.

The Authority will retain responsibility for site ownership, planning status and the provision of certain enabling inputs, such as utility connections to the site boundary.

## **12. Social Value**

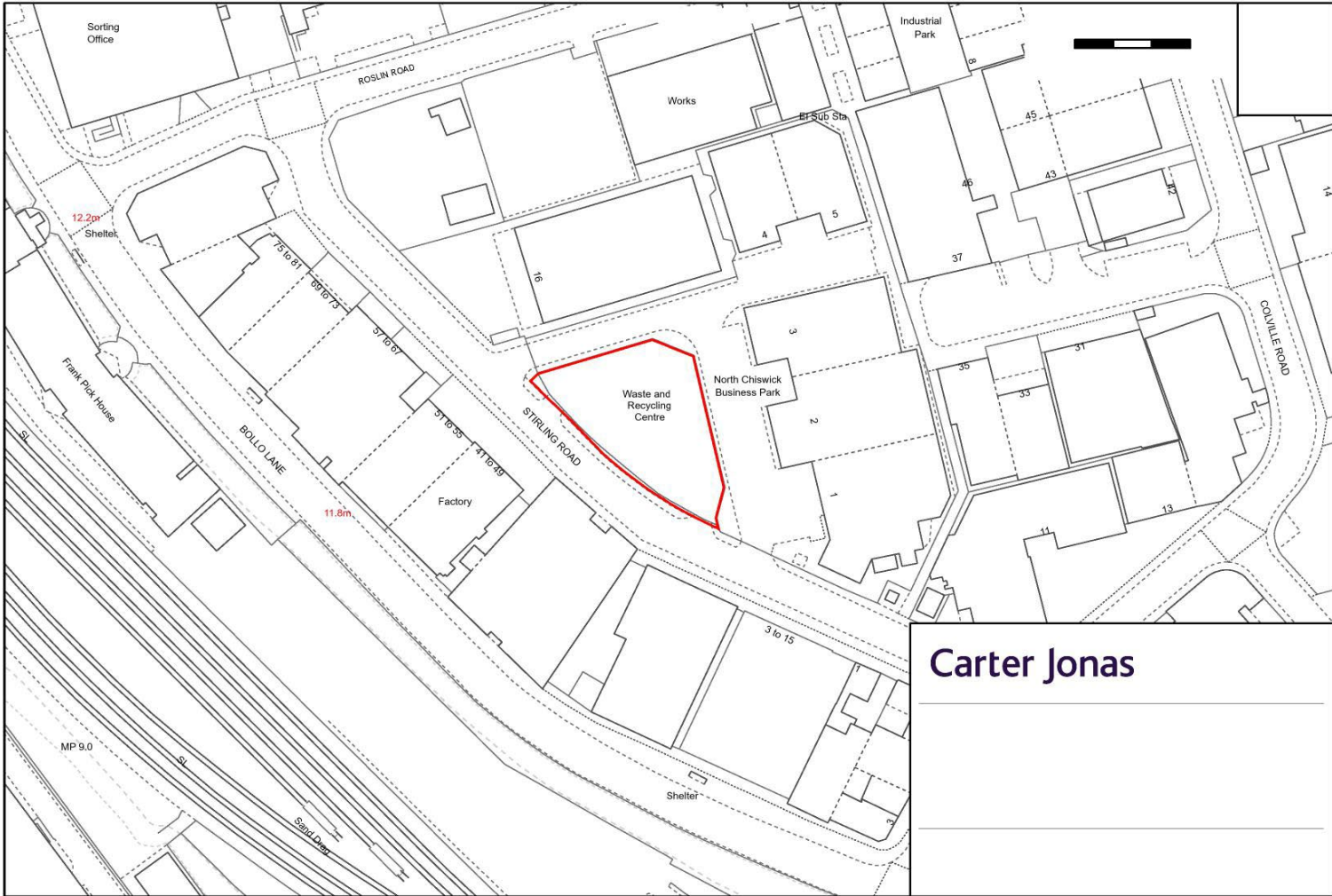
The Authority is seeking meaningful and deliverable social value commitments.

This may include the use of local labour or suppliers, provision of training or apprenticeships, or engagement with local organisations and community initiatives.



**SCHEDULE 1:  
PLANNING PERMISSION  
TBC**

**SCHEDULE 2:  
PROPERTY PLAN**



**Carter Jonas**

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**SCHEDULE 3**  
**DRAFT LAYOUT**  
**TBC**