Civic Centre Refurbishment & Redevelopment Works

London Borough of Haringey

Project Title: Designs for Haringey Civic Centre Landscaping Scheme for Woodland Garden

Project Dates: February 2026 to Summer 2027

Project Brief

We are seeking a Design Consultant(s) to create the designs and technical specifications for a Woodland Garden within the new Civic Centre gardens and outdoor spaces. The appointed consultant will produce drawings and specifications to inform the contractor procurement process and will act as project lead through the delivery.

The new garden scheme should be co-designed with local community groups and residents.

The landscape scheme should consider the heritage of the site and its Grade II listed status.

The design consultant(s)will be expected to work closely with the council's Civic Centre Development project team, Quantity Surveyor and Technical Advisor to completion and seek approval where needed.

Responses to this brief where a creative collaboration approach has been applied, are welcome.

Introduction and wider context

The Haringey Civic Centre Redevelopment project aims to be completed by the end of 2026 and will:

- refurbish the existing Grade II listed site,
- develop an annexe to create a co-located site for Council staff, and
- return Democratic Services back to a central location and offer spaces for community use.

External works, will include:

- some landscape development to the north of the site (Trinity Road) with play equipment installed to benefit families and young children attending the nearby schools,

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- enhancement to the east of the site with planting and the rain gardens proposed on the High Road, and
- **the development of the mature garden area to the south of the site, Woodland Gardens (see Appendix A), the area being considered as part of this brief.**

Design brief

The Haringey Civic Centre site is being redeveloped, and as part of the work we aim to commission a Design Consultant (s) to produce designs and technical specifications for the landscaping scheme for the Woodland Gardens. The landscaping designs should be co-designed with local schools (St Michael's CE Primary and Trinity Primary Academy), St Michael's Church and neighbouring residents and should be innovative, relevant, accessible and designer led.

Please see the location of the Woodland Gardens on the Site Plan included in **Appendix A.**

It is expected that this will be achieved through:

- engagement with local stakeholders (list to be provided)
- creating designs which respond to desired uses of the space as identified by staff, local children, families, creatives and communities. This should be explored through workshops and conversations, and uses could include an outdoor performance space, a play area, sensory garden, relaxation space etc.
- ensuring the implementation of the landscaping scheme is delivered within the overall project budget
- assisting in the procurement process of the contractor who will deliver the scheme's vision on site
- taking particular consideration of site constraints (detailed later)
- being innovative and generating excitement about the 'public realm' opportunity
- researching and timelining all permissions and approvals, as required i.e. planning permissions
- taking into consideration the wider proposals for Wood Green from the Parks and Open Spaces team (meeting to be arranged once appointed)
- overseeing the works to completion and acting as a Project Lead for the duration of the works
- considering the biodiversity requirements of the site (to be provided once contract has been awarded)

- reflecting the flora of the cultural heritage of Haringey's residents
- producing a maintenance plan for the Woodland Garden scheme
- informing the Communications Strategy for launching the final design
- working closely with Civic Centre Development project team

Technical specifications

- This commission will focus on the Woodland Gardens area of the site. Please refer to **Appendix A, B and C** for location of landscaping scheme.
- The site is Grade II listed and considerations for this should be made.
- The landscape scheme, should be innovative, designer-led and co-designed with neighbouring community groups, and through workshops and conversations, respond to the desired uses of the space, which could include- a sensory space, performance space, play area etc.
- All permissions and planning applications, if required, should be considered and forward planned.
- The scheme should consider:
    - the biodiversity of the area - the detailed Biodiversity Net Gain (BNG) Assessment will be to be provided once contract has been awarded;
    - be accessible and inclusive; and
    - reflect the cultural heritage of the residents of the borough.

In addition to schematic landscaping scheme proposals, the design consultant(s) will be expected to develop an engagement plan, outlining an approach to co-design and co-production of the landscaping scheme.

To support the appointment of the landscaping contractor, the design consultant(s) will be required to produce a detailed design pack of drawings and technical specification information to be included as part of the tender package. The design consultant(s) will be expected to take on the project Lead role and oversee the delivery of the landscaping works. The appointment of the landscaping contractor will be managed separately by Haringey Council.

The design consultant(s) will be expected to work closely with the council's Civic Centre Development project team, Quantity Surveyor and Technical Advisor to ensure the project remains feasible and within budget – approval should be sought at key stages.

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Constraints of the landscape area

- It is within a conservation area
- Consideration is needed of the cultural and built heritage of the local area
- Mature trees must remain (as per main site development proposals)
- Deliver the BNG requirements of the space (to be provided once contract has been awarded)
- Design must be delivered within the available budget
- A hardstanding pathway from the south facing doors to the welcome space must be included
- Seek planning approval where appropriate
- The design must be accessible and inclusive
- Work closely with the council's project team, Quantity Surveyor and Technical Advisor to ensure the project remains feasible and within budget

The Design Consultant (s) will be required to:

- Create detailed designs and specifications for a landscaping scheme for the Woodland Garden
- Regularly meet with the Civic Centre Development Project Manager who will monitor project milestones
- Deliver the project within scope, on time and within budget
- Develop a Project Delivery Plan, outlining key milestones
- Develop an Engagement Plan
- Develop a detailed Budget, to include all fees and expenses
- Deliver public workshops between February to July 2026, with neighbours and other stakeholders at a chosen venue
- Provide necessary equipment and materials to support all workshops and events
- Be responsible for setting up and taking down of sessions at the chosen venue
- Consider the Wood Green & Turnpike Lane Design manual (Wood Green and Turnpike Lane design manual | Haringey Council).
- Ensure proper health and safety procedures are in place and risk assessments are carried out for each session and any method statements shared
- Act as the Principal Designer under the Construction Design and Management (CDM) Regulations
- Follow the latest GDPR guidelines
- Ensure all necessary permissions and consents are sought from participants and all attendees are clear about the purpose of the landscape design

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- Document the project throughout and submit an evaluation report demonstrating how the project has met its aims to the Project Manager
- Provide a draft presentation of the landscaping scheme to the Civic Centre Project team with recommendations for final designs, for approval prior to final issue
- Create a maintenance plan
- Develop a Communications Plan and work with LBH Communications team to oversee its delivery
- To assist in the production of procurement documentation for the appointment of a landscape contractor
- To act as the Project Lead, Contract Administrator and Advisor for the works
- To undergo/hold an enhanced DBS certificate, and to ensure all people working on the project do the same, should that be needed
- Provide all necessary Public Liability and Insurance documentation

Core Skills Needed include

1. Landscape Architecture / Garden Design

• Ability to create conceptual and detailed designs for a Woodland Garden that fit with the overall Civic Centre scheme.

• Knowledge of planting design, ecological considerations, biodiversity, and sustainability.

• Ability to balance aesthetics with public-realm functionality, accessibility, and safety.

2. Technical Specification Writing

• Production of technical drawings, schedules, and material specifications that can be used in *procurement documentation*.

• Familiarity with industry standards (e.g. NBS specifications, CDM regulations, BREEAM/sustainability frameworks if applicable).

3. Contract & Procurement Input

• Ability to contribute to tender documentation in collaboration with the client/procurement team.
• Understanding of how to specify works clearly so contractors can cost and deliver accurately.

4. Project Advisory Role

- Working alongside the client team through to implementation.
- Advising on queries from contractors during delivery.
- Carrying out site visits, design clarifications, and quality assurance.

5. Stakeholder and Community Engagement (often critical in civic projects)

- Ability to present concepts to stakeholders, local community groups, or planning officers.
- Sensitivity to cultural and social aspects of a civic woodland garden.

Budget

Haringey Council have allocated up to £20,000 for the creation of the designs and technical specifications for the Woodland Garden landscaping scheme. The sum also includes the assisting of the procurement of the landscaping contractor and overseeing the project to completion. This sum is an all-inclusive fee and will cover the design consultant's fee, all materials and expenses.

A separate allowance of £100,000 has been allocated for delivery of the Woodland Gardens landscaping scheme, which will be paid to the chosen contractor by Haringey Council. The delivery of the landscaping scheme and management of the £100,000 budget fall outside the scope of the Design Consultant's brief.

Payment will be made in 5 stages:

- 10% after Project Initiation meeting
- 10% at submission of an approved Method Statement and Delivery Plan
- 40% on approval of landscaping scheme designs
- 30% in monthly payments during the landscaping works delivery
- 10% on submission of evaluation report

All intellectual property rights in any documents and material produced in connection with this contract will rest in Haringey Council.

Application details and documentation requirements

The following items should be submitted in line with Haringey Procurement and Contracts System (HPCS), as explained below by 4pm on 19th January 2026

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1. **Method Statement:** briefly outlining - your concept; approach to development, delivery, co-design and co-creation, specifically drawing on how your methodology meets the project's aims. The method statement should also touch upon – Engagement and Communications planning; Evaluation Planning and Maintenance Plan /arrangements and health & safety considerations. This could be in the form of a presentation and should include some visuals. (4 sides A4 page max, not including images/visuals).
2. **Examples of similar previous designs / projects** and any relevant previous experience (2 sides A4 page max).
3. **Your/ the project team's current CVs** and a description outlining how you meet the Core Skills needed, as detailed above (1 side A4 page max, per team member).
4. **Timeline:** briefly describe how you will ensure that the project is delivered effectively from your appointment, completion of co-design, procurement of the contractor (to be led by the Council), marketing and comms, and site construction. (1 side A4 page max).
5. **Budget:** include a breakdown of all your expected costs within the project and a breakdown of your project team, if any, and detail roles and responsibilities.
6. Confirmation of **Insurance/Public Liability documentation and amounts.**
7. Confirmation that all necessary enhanced **DBS certificate/s** are / will be in place.

Submission requirements

Selections will take place in the two weeks following the application deadline and a panel will make their decision based on applications meeting the following criteria:

- All required documentation is submitted. (Pass/Fail)
- The designer/group/organisation either lives or works locally. (5 points)
- The consultant(s) have a proven track record of delivering similar projects, providing examples of similar previous designs / projects. and any relevant previous experience. (5 points)
- The consultant(s) have demonstrated that they meet the Core Skills needed, submitting current CVs and descriptions. (5 points)
- The proposal takes into consideration the area's cultural and architectural heritage as part of the Method Statement response. (5 points)
- The designer/group/organisation demonstrates their plans to involve local communities in the design, as part of the Method Statement response. (10 points)

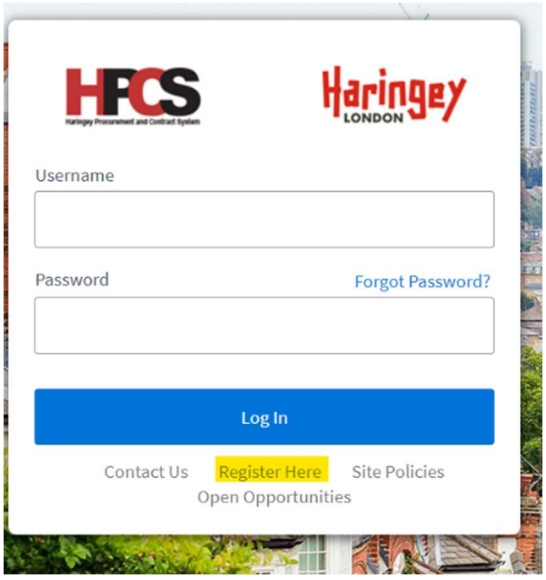
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- The designer/group/organisation can demonstrate the measures that will be taken to ensure that health and safety regulations are met throughout the project's delivery, as part of the Method Statement response, providing examples of similar previous designs / projects and CVs. (5 points)
- The budget and timeframes provided are realistic (10 points)
- Consideration is made to the accessibility and biodiversity of the site, as part of the Method Statement response. (5 points)
- The project demonstrates value for money (5 points)

Design consultant(s) are required to **register their interest** to quote for this opportunity by **19th December at 4pm**, via email to the key contact, who will send out submission guidance and quote/tender portal registration information, if required.

Please note the designer/group/organisation will be required to register with Haringey Procurement and Contracts System (HPCS) to make their submission. If not currently registered to HPCS, please use this link to complete the supplier registration form: https://s2c.waxdigital.co.uk/ProcurementLBHaringey/SignIn.aspx.

Please click the Register here button (image below). On pages 1-2 of the user guide (to be issued following **registering of interest)**, which outlines the process of registering on HPCS.



On pages 3-4 of the user guide, it will show you what is required for SAP (Council's payment system) integration. Please complete the HPCS registration as soon as possible.

Please confirm to the key contact (see below) as soon as you have registered and a link to the information and opportunity will be sent to you, so you can submit your return.

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Key dates:

Wednesday 3rd December 2025	Brief advertised and available
Friday 19th December 2025, 4pm	Deadline to register your interest for the opportunity
Monday 5th January 2026	Interested designers are invited to tender (HPCS)
Monday 19th January 2025, 4pm	Deadline for proposal submission
w/c 26th January 2026	Selection panel to meet
w/c 2nd February 2026	Letter of intent (to award), Commission awarded
w/c 9th February 2026	Project initiation meeting
From February 2026	Design Consultant (s) to begin co-design activities
February–April, May–July 2026	Designer to conduct and lead stakeholder workshops
Summer/Autumn 2026	Designs approved, procurement of contractor to begin
Late Spring 2027	Landscaping works start on site
3 Months	Estimated duration of works

Key Contact:

If you have any questions regarding the application, you can contact:

Afra Khan, Assistant Project Manager

Email: afra.khan@haringey.gov.uk

Telephone: 07816 119894

IMAGES:

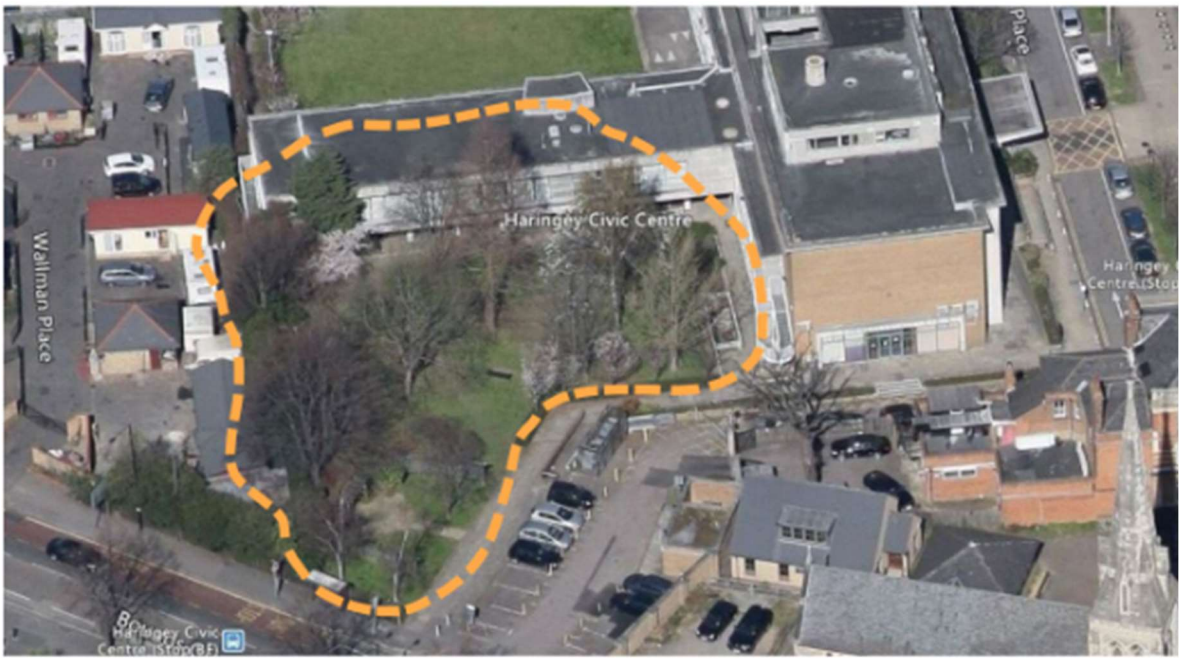


Image 1: Woodland Garden area highlighted map view

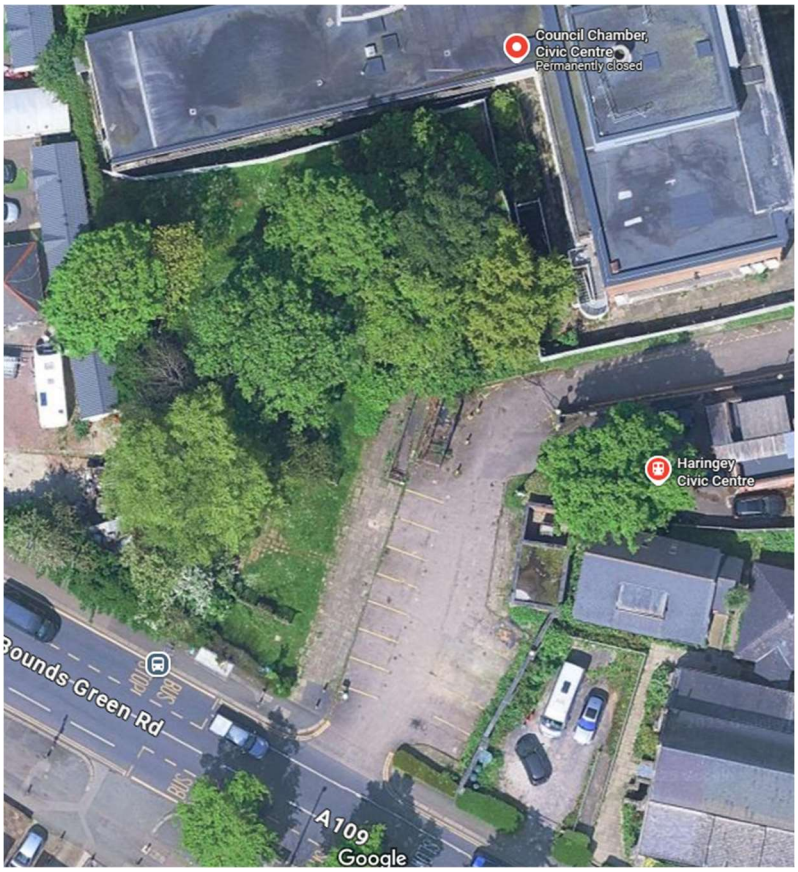


Image 2: Woodland Garden map view (current)



Image 3: Image of existing Woodland Garden area



Image 4: Woodland Garden area, street view 1



Image 5: Woodland Garden area, street view 2

Appendices

Appendix A Site location plan with Woodland Garden highlighted area in blue

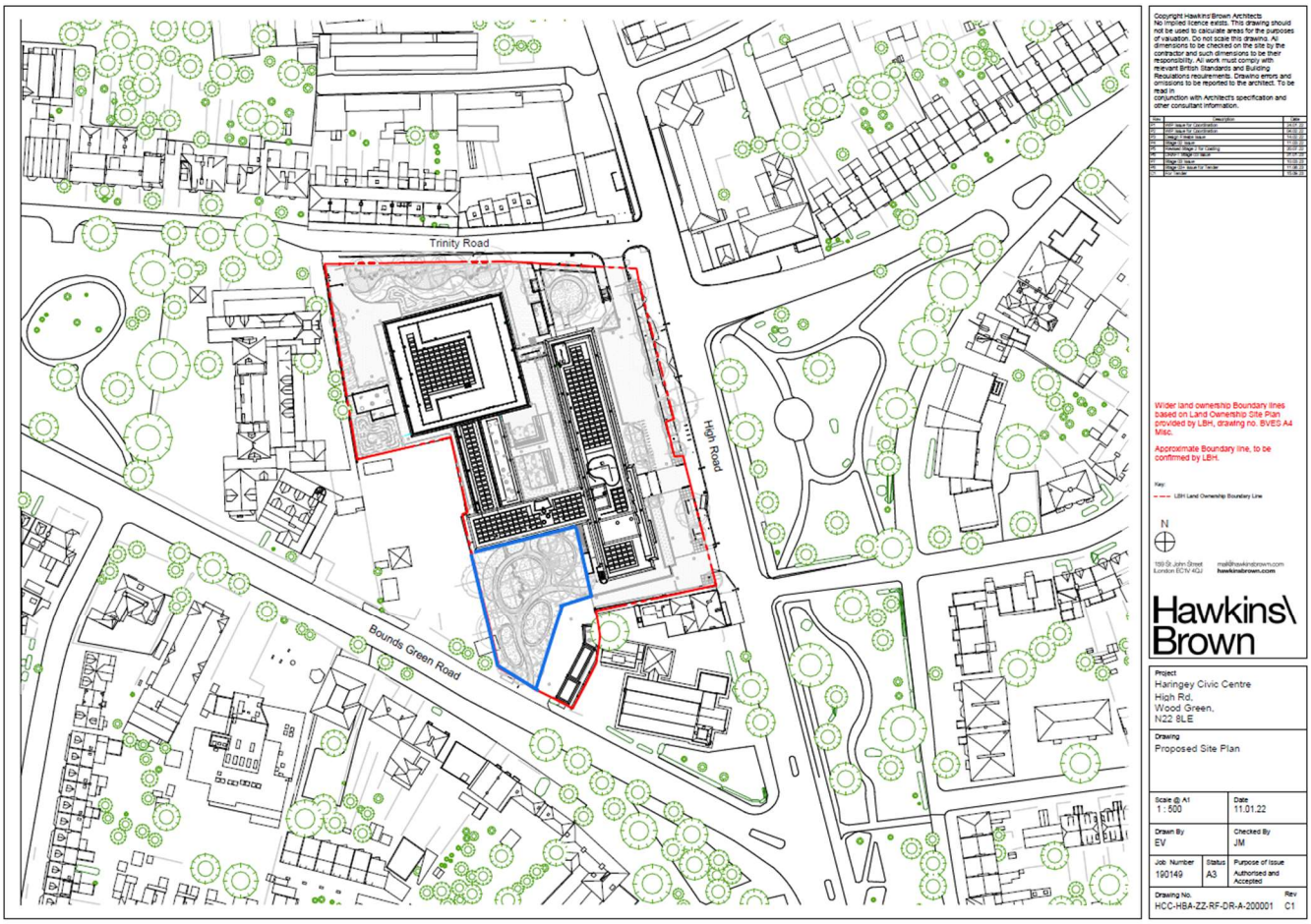
Appendix B Landscaping plan identifying Woodland Garden area (in green)

Appendix C Detailed map of Woodland Garden area

Appendix A:

Site location plan with Woodland Garden area highlighted in blue

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Appendix B:

Landscaping plan identifying Woodland Garden area (in Green)

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Please note: the drawn proposal for this area was part of the overall masterplan for the site, however the Design Consultant (s) will start from the existing condition taking into account the constraints of the area outlined in this brief.

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Appendix C: Detailed map of Woodland Garden area



Please note: the drawn proposal for this area was part of the overall masterplan for the site, however the Design Consultant (s) is to start from the existing condition taking into account the constraints of the area outlined in this brief.