**Invitation to quote for**



**Architectural Services for Market Provision in Coalville**

**Ref: NWL108**

# Section 1 – Instructions to bidders

**1.1 General requirements**

North West Leicestershire District Council is seeking quotations for the provision of architectural services for the renovation and restoration of the former Litten Tree public house in Coalville Leicestershire to create a modern contemporary indoor market in the heart of the town.

**1.2 Evaluation criteria**

60% price

40% quality   
  
Scoring Matrix

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response -** No response to the question or serious deficiencies in meeting the required standards. |
| **1** | **Poor response -** The response is partially compliant with some shortfalls in meeting the required standards. |
| **2** | **Acceptable response -** The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **3** | **Good response** - The response is fully compliant and clearly indicates a full understanding of the contract and ability to consistently deliver all required contract standards. |
| **4** | **Excellent response** - The response is fully compliant and indicates the ability to exceed the required standards of the contract. |

**1.3 Submission of quotation instructions**

Quotations are to be submitted using the e-mail address

procurement@NWleicestershire.gov.uk

Quotation deadline: 16th April 2019

**1.4 Time-table**

|  |  |
| --- | --- |
| **Quotations sent** | 01st April 2019 |
| **Clarification Questions Deadline** | 08th April 2019 |
| **Clarification Questions Answered** | 11th April 2019 |
| **Quotations deadline** | 16th April 2019 |
| **Evaluation** | 26th April 2019 |
| **Contract to commence** | 06th May 2019 |

**1.5 Contract period**

We are asking for the work to commence immediately following award of this contract at the end of April 2019. An indicative timetable can be seen below

|  |  |
| --- | --- |
| **Milestone** | **Target date** |
| Award of contract | April 2019 |
| Appointment to role of Principle Designer | May 2019 |
| Design developed up to planning /target costs | May 2019 |
| Tender documentation complete | June 2019 |
| Construction Contractor procured | August 2019 |
| Technical design developed up to construction | September 2019 |
| Start on site | October 2019 |
| Completion | December 2019 |

**Section 2 – Specification**

**2.1 Service**

**Introduction**

North West Leicestershire District Council (NWLDC) requires the services of a suitably qualified architect, with a proven track record of shop/cafe renovation and restoration. The chosen architect will be part of the project team whose remit is to carry out alteration and improvement works on the former Litten Tree Public House in Coalville, Leicestershire to create a modern, contemporary indoor market in the heart of the town.

The project is supported by the Coalville Frontage Improvement Scheme which aims to improve the vitality and viability of Coalville town centre by supporting the long term sustainability and carrying out architecturally sympathetic repairs of the town’s traditional shopping streets.

The architect will deliver the technical design development works required in line with Stages 2-4, inclusive, of the RIBA Plan of Work 2013. All architectural works required to the front evaluation of the building will be in compliance with the Draft Coalville Frontage Improvement Scheme Design Guide attached at Appendix 1.

**Background to the Project**

Regeneration plans for Coalville, as identified in the Local Plan, Marketing Strategy, Building Confidence in Coalville and rejuvenating Coalville documents, identify the future vision for Coalville as a vibrant market town that creates a positive impact on residents and visitors alike. Coalville has charter rights to a market dating back to 1290 AD and it is the council’s intention to modernise the market provision offered to the town

The council has recently acquired vacant possession of the leasehold on the premises and is proposing a change of use to an indoor market with a space for market stalls, food vendors, toilets and a small office.

The Coalville Frontage Improvement Scheme will support the repair and reinstatement of the frontage of the building in keeping with the heritage of Coalville and the designation of the town centre as a conservation area in 2014.

**Proposed Site**

The Address is:

Unit 7&8 Marlborough Square

Coalville

Leicestershire

LE67 3WD.

The property is situated in a conservation area and probably dates back to the early 20th Century. Buildings of a similar age and character are located on either side. Unit 7&8 is a single story building which is all open plan with no separating walls into the kitchen or store room. Only the WC has an internal wall.

The front elevation of the property looks out onto Marlborough Square with a front door leading directly onto the square. Access can also be found to the rear of the building.

Tenanted flats are located to the rear and above the building and are not in scope of this project. The premises can be accessed from the rear of the building via a short corridor. The rear access is shared with the flats.

The proposed indoor market is located in Marlborough Square. The Council has set aside funding to redevelop Marlborough Square as part of the towns Choose Coalville project. This initiative aims to regenerate and build confidence in Coalville by providing a high quality pedestrian friendly environment with outdoor seating areas, and new tree planting. The proposal includes a new outdoor street market which will complement the indoor market at the Litten Tree.

The Land Registry Lease Plan can be found in Appendix 2

**Work completed on the project to date.**

* A Condition Survey was commissioned in April 2018. The survey identified a requirement for immediate repair works to the roof to prevent further leakages. A copy of the report can be found in Appendix 3. This work is currently being undertaken and is due to complete at the end of March 2019.
* An Asbestos Survey has been commissioned for the beginning of April.
* An Initial Concept Design has been produced and can be found in Appendix 4

**Budget**

The budget for this commission is £25k for the delivery of Stages 2 to 4, inclusive, of the RIBA Plan of Work 2013 and to carry out the role of Principal Designer, under the Construction Design Management Regulations 2015, from appointment of the contract up to handover of the premises to NWLDC Property Services Team.

The indicative budget does not include the following; these items will be procured separately in consultation with the chosen Architect

* Supporting documentation for Change of Use Planning Permission (excluding plans and elevations)
* M&E Survey
* All Construction costs
* Planning, Building Control and any other Local Authority Fees

The indicative budget for the Construction phase, refurbishment of the interior of the premises and repair, reinstatement of the front evaluations, is circa £210k. The indicative budget is broken down into two constituent parts.

* £155k - Full refurbishment of the interior of the building to make it fully operational
* £55k - Shop Front elevations

The architect will need to ensure that the design will be able to be constructed within this budget.

**Project Scope**

**General Requirements**

* The Architect will be responsible for providing all architectural services required to support the delivery of capital works stage 2 to 4 inclusive, of the RIBA Plan of Works 2013
* Perform the role of Principal Designer under the Construction (Design Management) Regulations 2015 stages 2 to 6 inclusive of the RIBA Plan of Works
* All architectural works required to the front evaluation of the building must be compliant with the Draft Coalville Frontage Improvement Scheme Design Guide attached as Appendix 1.
* Attendance of all necessary meetings and site visits
* Liaison between project team and all other parties involved in the delivery of the project
* Undertake third party consultations and any research and development as required
* The appointed Architect will carry out the contract in accordance with the indicative timetable detailed above, unless otherwise instructed by the Council.
* Liaison with officers involved in the administration of the Coalville Frontage Improvement Scheme
* Tenderers will need to provide a clear statement demonstrating that they, or their practice, has appropriate RIBA/CIAT accreditations, with the documentation submitted to evidence this accreditation.
* Tenderers will need to demonstrate and provide examples of, previous experience of renovation and restoration works ideally within a retail/food/market environment

**Specific Requirements**

Stage 2 & 3. Concept and Developed Design

* Prepare the architectural detailed design in accordance with the Councils concept design to include the following;
  + Requirements for 6 fixed food concession units, including basic cooking and washing up facilities, preparation and service areas.
  + Position of flexible market stalls, seating area,
  + Toilet area to consist of an accessible toilet and one other cubicle,
  + A small space for an office.
* Develop a detailed design for the shop front elevation in compliance with the Draft Coalville Frontage Improvement Scheme Design Guide (Appendix 1)
* To assist with the preparation of written reports and documentation for the Coalville Frontage Improvement Scheme panel and any subsequent works resulting from the panel decision.
* To determine, and advise upon, other professional support required, including M&E and other surveys.
* Incorporate agreed changes to the Initial Concept Design
* Provide details on the type of construction, materials and updated outline specifications in sufficient detail to submit a change of use application
* Investigating effect of statutory standards and construction safety on Concept Design.
* Providing information for estimate of Construction Cost.
* Reviewing the Project Execution Plan and Risk Assessments and the Sustainability, Maintenance and Operational, Handover, Construction and Health and Safety Strategies.
* Drawing up, completing and issuing the Pre Construction Information (PCI) questionnaire.
* Assist with the preparation of all necessary statutory permissions including as appropriate, change of use consent, advertising consent and building regulations.
* To liaise with Planning Authority as required.
* Assisting discharge of conditions attached to Change of Use Planning Consent.
* Contribute to the preparation of tender documentation
* Contribute to the selection list for tenderers
* Contribute to the preparation of employers requirements
* Contribute to the assessment of tenders and the preparation of the Tender report
* Assist in the agreement of the detailed content and finalisation of the contract documentation

**Stage 4 Technical Design**

* Preparing technical designs, calculations and specifications sufficient to construct the internal refurbishment and front elevation of the property
* Ensure that all works are compliant with current regulations including those relating to Health and safety
* To consider the outcome of the M&E survey and incorporate requirements into the design
* Providing information for updating estimate of Construction Cost.
* Reviewing the Project Execution Plan and Risk Assessments and the Sustainability, Maintenance and Operational, Handover, Construction and Health and Safety Strategies.
* Advising on requirements for building acts and/or regulations or other statutory requirements.
* Reviewing design information provided by contractors or specialists to establish whether that information can be co-ordinated and integrated with other project information.
* Giving general advice on operation and maintenance of the building.

**Stage 5 Construction**

* Advising the client with regard to the contractor’s programme and the progress of construction works; Responding to site queries as reasonably required for construction.

**Stage 6 Handover**

* Undertake tasks in accordance with the Handover strategy
* Prepare a short written report for the Shop Frontage Improvement Scheme upon completion of the project

**2.2**

# Section 3 – Conditions of contract

See Purchase Orders Ts and Cs