

Dame Alice Owen's School
Tender for Professional Consultancy Services
May 2017

Invitation to Tender for Architectural Design Services incorporating associated Mechanical and Electrical Design Services and Structural and Civil Engineering Design Services.

In relation to provision of a New general Teaching Block at;

**Dame Alice Owen's School
Dugdale Hill Lane
Potters Bar
Hertfordshire
EN6 2DU**

Project Overview

Dame Alice Owen's School is an Academy with students numbering on roll totalling in the region of 1,470 in total including the sixth form. The school has a partial selective admissions policy and has an excellent Ofsted rating along with a very long and proud history steeped in tradition.

The School have been successful in securing EFA Contributory (Education and Funding Agency) Funding toward this project. The overall scheme comprises the demolition of the existing General Teaching Block and replacing this with a new build 18 Classroom Teaching Block over 3 Floors (1,960m² GIA) along with associated external hard and soft landscaping works.

Current Position

The Project has been granted Planning Permission (subject to the discharge of Conditions) as of 13th January 2017 via Hertsmere District Council. The scheme is currently at the end of RIBA Stage 3 and is now ready to be taken to the next stage.

The School now wish to appoint a Lead Architectural Consultant with relevant experience with access to a robust sub-consultant supply chain to take the scheme through RIBA Stage 4 prior to procurement of a Design and Build Contractor to take full responsibility for the delivery of the project.

The relevant Planning Drawings and Information are attached to this Invitation to Tender Pack to provide an overview and relevant design information for development of the scheme.

Project Scope

The Project Scope is to facilitate the continued use of the existing General Teaching Block until completion of the new facility. There will then be a process of decanting of staff, students and associated Furniture, Equipment and ICT Hardware into the new facility.

Upon operation of the new facility, the existing General Teaching Block will be de-commissioned, stripped of all deleterious materials and a controlled process of dismantling (soft strip) and demolition of the facility.

A programme of associated hard and soft landscaping works will be completed during the latter stages of the construction works programme.

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Outline Programme

In terms of a detailed programme, dates are not yet finalised but as a flavour of the key milestones and to align with the dates provided in the CIF (Condition and Improvement Fund Bid) submitted in December 2016, these are outlined as follows;

Milestone Dates

- Briefing and Project Meetings; throughout May/June 2017
- Assessment, Interviews and Appointment of Architectural Services, Structural Engineering/Civil Engineering, Mechanical/Electrical Engineering Services and Landscape Architecture- June 2017 (exact date to be confirmed) subject to interviews, evaluation and decision making process.
- Develop brief and complete full RIBA Stage 4 Detailed Design Package via Consultant Team - June -September 2017.
- Develop Employers Requirements, Tender Documentation and Scheme outputs for Design and Build (Single or Two Stage Tender approach to be confirmed) for Contractor procurement - August - September 2017.
- Appointment/2nd Stage Tender for Design and Build Contractor (including any Novation of Consultant's/Specialists) - October/November 2017.
- Value Engineering, review and approve including formal Contractor Appointment and Contracts. - November/December 2017.
- Mobilisation of Contractor - Mid - January - Mid - February 2018.
- Construction Contract Period, including demolition of existing Teaching Block - 60 Weeks, completion and handover (19/2/2018 - 8/3/2019)
- Defects period and soft landing 12 months post Practical Completion.

Procurement Strategy

The Client Team and Governing Body wish to procure and deliver this project via a Design and Build selection and appointment process.

They have already undertaken a number of successful previous projects at the School utilising the Design and Build approach and are clear that they wish to also follow this route for this project.

It is a requirement for a thorough Detailed Design exercise (RIBA Stage 4) to be undertaken by the appointed Architectural Services provider who must also provide the necessary Mechanical, Electrical, Structural and Civil and Landscaping Design Services under one commission.

The appointed Lead Consultant (Architectural) and other Consultants may be novated over to the appointed Design and Build Contractor post selection and award. This will be discussed outside of this tender proposal.

In addition some members of the Consultant Team may be retained by the Client post contract but this will also be discussed outside of this tender proposal.

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Please Note: Employers Agent Services, Quantity Surveying Services and Client Side Principal Designer Services have already been procured for the project.

Scope of Services Brief

1. Work closely with the School and the School's Consultants to develop the existing Design Information Package, the outputs of which are listed below.
2. Allow for Client/Consultant meetings to ensure that the process is understood and the design outcomes are as per the Client Vision and as expected by the Local Planning Authority.
3. To provide the development and full detail design for the New General Teaching Block (Full Review of RIBA Stage 3 outputs and delivery of RIBA Stage 4 Services). Specifically providing the following;
 - A. Fully review all existing Technical Information appended to this Invitation to Tender.
 - B. Full Architectural Design Services (including Landscaping) and provision of Specification Information.
 - C. Full Mechanical and Electrical Design Services and provision of Specification Information.
 - D. Full Structural and Civil Engineering Design and provision of specification information.

Notes

- A Topographical and Utilities Survey have been undertaken and would be made available.
- A Tree/Arboricultural Survey and Report has been undertaken.
- Flood Risk Reports are available for review.

- Work closely with the School and the School's Consultants to develop the existing Design Information Package, the outputs of which are listed separately in this correspondence.

- Allow for Client/Consultant meetings to ensure that the required outcome is understood and the design ethos are as per the Client Vision and as expected by the Local Planning Authority.

Pricing Strategy

A Lump Sum price is required for each service (priced separately thus in the **Pricing Schedule A** attached)

- Architectural Design, Specification and Scheduling
- Mechanical and Electrical Design, Specification and Scheduling
- Civil and Structural Engineering Design, Specification and Scheduling
- Landscape Architecture Design, Specification and Scheduling

- Allowance should be made for any further surveys and specialist works that may be required during RIBA Stage 4 as a separate Lump Sum and identified in **Pricing Schedule A**.

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Returns of Tenders

Your Professional Fee Proposal (containing Items (1), (2) and (3) listed below should be returned no later than **2pm on Monday 5th June 2017** to Mrs Gill Keating, Business Manager at Dame Alice Owen's School via the following e-mail address;

KeatingG@damealiceowens.herts.sch.uk

- In addition a Bound Full Colour Hard Copy should be posted to Mrs Gill Keating at the School. Your Professional Fee Proposal should incorporate the following:
 - (1) Lump sum Fee Proposal (exclusive of VAT at the current rate) covering all outputs and services listed within this invitation.
 - (2) General commentary on how the Consultant Architect will deliver the outputs and services required for this commission, along with how they will fully achieve the Design and Specification Information for the new General Teaching Block. Responses limited to a maximum of 2 sides of A4.
 - (3) Provide 2 Case Study examples of previous completed schemes (completed in the past 3 years) that are of a similar nature and scope to this scheme working directly with Academy Schools and Colleges. Provide details of each project, the services provided, project type, construction value and programme etc.

Appointment

The Appointment of the Lead Consultant (Architect) will be directly via the School and the assessment of the returns will be based on Price and Experience submitted by the Tenderers. All Tenderers must have direct staff or a reputable and robust supply chain to provide all services listed in this invitation.

The appointment will be formalised via a signed letter of terms, conditions and declaration or may be via specific consultant appointment documentation.

The School reserve the right not to award the service contract to the lowest priced submission. Tenderers may be asked to attend an n interview/presentation at the School prior to a decision being made on the appointment.

Clarifications

Tenderers can seek clarification or ask relevant questions during the Tender Process. All clarifications and answers will be distributed to all Tenderers for consistency and transparency. If you wish to visit the site please make arrangements through John Lewin (details below). Unannounced site visits will not be entertained.

Please note that names and details of the participating Tenderers cannot be disclosed whatsoever. The point of contact during this process will be as follows;

John Lewin MRICS MCIQB
Consultant Project Manager
Barker Associates
E-mail; jlewin@barker-associates.co.uk
Telephone: 01279 647111

Pricing Section

To be Completed Fully and Returned as Part of The Tender Submission.

Pricing Schedule A - Services as detailed in this Invitation (Full delivery of RIBA Stage 4)

Service Provision (Full execution of RIBA Stage 4 Design Services)	Cost (Lump Sum) exclusive of VAT at the current rate
Full Architectural Lead Consultant Design Specification and Scheduling Services	£
Mechanical and Electrical Design, Specification and Scheduling	£
Civil and Structural Engineering Design, Specification and Scheduling	£
Landscape Architecture Design, Specification and Scheduling	£
Additional Surveys, Specialist works (List and Identify)	£
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•	
•	
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Total Cost	£
Total Cost (in words):	
Consultant Practice Name and Address: Company Registration Number: Name and Job Title: Signature: Dated:	

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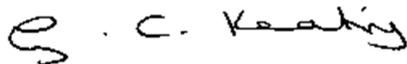
Notes:

- A. Your Fee Proposal should include all reasonable disbursements such as travel costs, printing and general subsistence.
- B. All costs shown should be exclusive of VAT at the current rate.
- C. Your costs should include for all design team review meetings throughout the process and progress reporting every 2-4 weeks to the Project Manager and Client Team.

We trust that the above is of interest to you and we look forward to receiving your professional Fee Proposal by the date and time specified.

The Full Tender Response and supporting information should be posted and e-mailed to me directly at the school by the date and time specified on Page 4 of this Invitation to Tender.

Yours faithfully



Gill Keating

Business Manager

For and on behalf of Dame Alice Owen's School

E-mail: KeatingG@damealiceowens.herts.sch.uk

Telephone: 01707 643441

Enclosed Documentation:

1. Briefing Document
2. Latest Architectural Planning Drawing Set - x 12 Drawings
3. Design and Access Statement
4. Planning Decision Notice
5. Outline Architectural Specification
6. Appendix A - Stage 2 Mechanical and Electrical Technical Report
7. Appendix B - Drainage Impact Study
8. Appendix C - Preliminary Construction Plan
9. Appendix D - Drainage Design Philosophy Report
10. Ecology Survey 2012 (previous information)
11. Tree Survey 2012 (previous information)
12. Flood Risk Statement
13. Soil Technics Report
14. Topographical Survey Drawing