



Ramsgate Town Council

in partnership with



CONSTRUCTION CONSULTANTS

STANDARD
HERITAGE



Radford House Community Centre Appointment of a Quantity Surveyor and Contract Administrator

All RIBA Stages

Invitation to Tender (ITT)

Instruction Document

Section 1

| | |
|--------------------------------------|---|
| The Brief | 3 |
| Background | 3 |
| Introduction | 5 |
| What service is required | 5 |
| What is required to be returned | 6 |
| Tender Timetable | 7 |
| Instructions/assistance to Tenderers | 7 |

Section 2

| | |
|----------------------------|----|
| Tender Evaluation Criteria | 9 |
| Tender Quality Evaluation | 9 |
| Tender Price Evaluation | 10 |

Separate Documents

Appendix A - Feasibility Study undertaken by “Counter Culture” in November 2020

Appendix B - Tender Price Document

Appendix C - **Omitted**

The Brief

Ramsgate Town Council is seeking to appoint an experienced Quantity Surveyor and Contract Administrator to work with the existing project team on the next steps of a project to refurbish and redevelop the Grade II listed Radford House in Ramsgate - previously the Old Fire Station, at 18-21 Effingham Street, Ramsgate, CT11 9AT. The fully redeveloped building will become a community centre providing access to activities and services not currently available in the centre of Ramsgate, whilst also restoring and protecting the physical fabric of this historic building.

The Quantity Surveyor is required to provide cost appraisals and estimates at each RIBA stage from reviewing current designs and reviewing consequential designs until completion of the construction works. The Quantity Surveyor and Contract Administrator is also to provide tender documentation, Contract documentation and manage the post contract through to completion. The contract could be fulfilled either by an individual consultant or by a consultancy.

Background

Ramsgate Town Council (RTC) purchased the Grade II listed redundant fire station at 18-21 Effingham Street, Ramsgate, CT11 9AT in 2019 with funds bequeathed to the Council by Mr Radford, a local resident. The council renamed the building 'Radford House' in honour of this benefactor. The site provides over 300m² of internal space as well as a sizeable external area to the rear and side of the building. The Council wishes to develop Radford House as a community centre providing access to activities and services not currently available in the centre of Ramsgate, whilst also restoring and protecting the physical fabric of this historic building. The Council seeks to appoint an appropriate Quantity Surveyor and Contract Administrator to work with the existing and further design team members from concept through the development and into the delivery stage of Radford House Community Centre project.

Applicants are invited to read the following to further their understanding of the project:

- A Feasibility Study undertaken by "Counter Culture" in November 2020 (APPENDIX A); please note this information is now out of date however it provides a good introduction to the scheme
- The following planning applications, now approved by Thanet District Council

F/TH/20/1266 | Part retrospective application for the change of use from Fire Station to Community Facility including offices, events space and storage together with erection of second floor rear extension, extension to rear tower at upper levels, alterations to fenestration and erection of metal fence and gate to side car park following removal of existing rear fire escape. | Ramsgate Fire Station 18 - 20 Effingham Street RAMSGATE Kent CT11 9AT

L/TH/20/1267 | Part retrospective application for Listed Building Consent for erection of a second floor rear extension, extension to rear tower at upper levels, erection of metal fence and gate to side car park and internal and external alterations to facilitate the change of use of former fire station to Community Facility, following removal of existing fire escape. | Ramsgate Fire Station 18 - 20 Effingham Street RAMSGATE Kent CT11 9AT

(Both planning applications can be found on Thanet District Council's website)

The Quantity Surveyor and Contract Administrator may also want to know that the Council has an approved "Project Development Grant" of £52,470 (to include Project Manager) awarded by the Architectural Heritage Fund. There is also a programme of urgent remedial and safety concerns that need to be managed, in advance of any project development work starting (the repair work itself sits outside the scope of the AHF grant).

Although planning has been achieved, it is the Client's wish that further investigation works associated to the design and layout of the building are undertaken. The reason for the reviewing of information is to ensure it is value for money and fundamentally ensure it is a true representation of a calculated business plan with a high level of community engagement. As part of this, the client has commissioned a detailed business plan utilising the previous information produced (not duplicating information) to test the current design and confirm its viability. The Current project management team of AP Cost Consultants and Standard Heritage are currently producing a business plan which will inform the requirements of the design. The Quantity Surveyor and Contract Administrator will be required to work with the team and initially review the current proposals and move the project through until completion.

Currently the client has engaged with AP Cost Consultants in partnership with Standard Heritage as the Client's Project Manager and over the next month will be sourcing other design team members in association with this exciting scheme.

The proposed construction budget is approximately £725,000.00 for construction only and excludes VAT but includes contingency. Please note this budget figure will need to be checked at Concept stage to ensure the proposed works falls in line with the proposed budget. However, the Quantity Surveyor and Contract Administrator's fees will need to be fixed whether this figure goes up or down.

Introduction

Ramsgate Town Council (“the Employer”) wishes to appoint a suitable tenderer for the provision of Quantity Surveyor and Contract Administrator services and invites prospective tenderers to submit a bid to meet the Employer’s requirements.

Ramsgate Town Council is seeking to appoint a Quantity Surveyor and Contract Administrator to produce cost plan estimates, provide Contract drafting and post contract Quantity Surveyor and Contract Administrator services through to completion.

The specific requirements for the required services are stated below. It should be noted that by submitting a Tender, the tenderer confirms that they understand all client requirements associated to this scheme.

The Quantity Surveyor and Contract Administrator services are anticipated to commence November 2022 or sooner if possible.

What service is required?

Ramsgate Town Council seeks to appoint a suitably experienced Quantity Surveyor and Contract Administrator to oversee all Quantity Surveying and Contract Administration elements of the project. The successful candidate must have a proven track-record of working on heritage projects.

The principal tasks of the Quantity Surveyor and Contract Administrator will be to review the relevant design information at each stage and produce a cost plan estimate associated to this design, inclusive of all required fees, preliminaries and OH&P. Furthermore, the Quantity Surveyor and Contract Administrator is required to work with other design team members to input costing advice through all RIBA stages. The principal tasks of the Contract Administrator will be to draft and issue the contract documents and act as the contract administrator post-contract. Although planning has been granted the Quantity Surveyor and Contract Administrator needs to understand that a step back process is required to ensure the design is in line with the proposed business plan and meets the community’s needs, therefore the current budget allowance is subject to change and will be the Quantity Surveyor’s responsibility to oversee and advise accordingly. The Quantity Surveyor must therefore allow for all services from reviewing current designs and producing cost estimates, working with all consultants to produce reflective cost estimates associated to all RIBA stages through until handover, inclusive of appraising Value Engineering option works throughout and post-contract Quantity Surveying services. The Quantity Surveyor may also need to allow for some cost appraisal works associated to immediate repairs and meanwhile use works that may be required.

The Quantity Surveyor and Contract Administrator must allow for all required face to face meetings and associated teams meetings as required from Concept through to handover. The proposed fee must take into consideration potential Value engineering works if deemed required.

What is required to be returned

Please note, the expenditure associated to preparing the tender bids are solely the Tenderers responsibility and the client is not responsible for paying any monies associated to the tenderers time in the preparation of their tender bids (whether successful or not).

Please provide the following information within your tender return:

1. Documentation confirming history of practice (no more than 1 A4 page)
2. CV's of team members that will be working on this project (no more than 2 A4 pages)
3. A detailed response as to why you believe you are the correct consultant for the project and how you would approach this scheme (no more than 2 A4 pages)
4. Please provide evidence of previous relevant heritage project experience (please only allow maximum of 3 schemes – Maximum of 1 A4 sheet per project)
5. Project references associated to the above
6. **Now removed as not required - Error Removed**
7. Confirmation of number of employees
8. Confirmation of insurances held
9. Confirmation of annual turnover
10. **Please provide an indication of time to complete each cost plan stage of the process(excluding Construction - not needed for CA)**
11. Provide all associated known risks as you see it associated to this scheme
12. APPENDIX B filled out with your 'FIXED' fee price
13. Please confirm what your fee includes and excludes to ensure we understand that the brief/employer's requirements have been understood
14. Please provide a cashflow statement to show when payment would be anticipated
15. Please confirm if you are VAT registered
16. **Please note APPENDIX C has been omitted; RTC have requested contractual agreement suggestions from relevant consultants as part of this submission**
17. Please confirm design commencement lead-in time following appointment
18. Please confirm any surveys that you require to be completed prior and during your works that you will require but will not undertake yourselves

Tender Timetable

Please see below key dates for this tender period, please note these times are indicative only. The Employer reserves the right to change it at their discretion.

| | |
|---|--|
| Issue Quantity Surveyor and Contract Administrator tender | Monday 15th August 2022 |
| Site Visits (By Appointment Only) | Within Tender Period |
| Clarification closing Date | Wednesday 31st August 2022 |
| Tender Return | Noon Monday 5th September 2022 |
| Tender Interviews | None Required |
| Tender Award/feedback | Week commencing - Monday 19th September 2022 |
| Signing of Consultancy Agreements | Week commencing - Monday 20th September 2022 |
| Commencing Design | TBC by QS and CA (Lead in time) |

Instructions/assistance to Tenderers

The tenders are required to submit their tenders via the deadlines stated, no tender received after this time and date will be accepted.

Tenderers should ensure they produce all information as required for this tender. It is the tenderers responsibility to ensure that their tender return is fully complete and compliant. Failure to comply with the requirements within this invitation to tender may result in the rejection of the Tender.

All tenders received shall remain open for client acceptance for 60 days from the tender return date.

The Client holds the right to add and amend this tender at any point. It is the Tenderers responsibility to ensure the correct and relevant information is priced.

Where sensitive information is requested such as confirmation of insurances/accounts etc the Council will not want actual copies to be provided within the tender documentation however these maybe requested prior to commencement of works. The employer will act in good faith and take information as factual however if this information is confirmed as not accurate the Client reserve the right to end all proceedings associated to the tender. The identified successful tenderer will be asked to provide evidence of required insurance cover at the time of signing the Consultancy agreements.

The tenderers are advised to visit the site prior to submission of tendering. All site visits may be arranged via contacting Laura Fidler (RTC Town Clerk) via email only on town. clerk@ramsgatetc.co.uk.

All clarifications should be issued to Laura Fidler (RTC Town Clerk) via email only on town. clerk@ramsgatetc.co.uk; All clarifications will try to be answered before the proposed tender closing date, although this cannot be guaranteed.

The council reserve the right to reject any Tender and/or to abort the tender process at any time and/or not to award the contract to any prospective supplier without incurring any liability to the affected suppliers.

Bidders must not qualify their tender or add any conditions or statements to it whatsoever that might be construed as making the bid equivocal and/or placing the bid on a different footing to those of other bidders.

The employer will review tenders within the recommendation period and ask for further clarification as deemed required. If information is not provided the employer may choose to disqualify the tenderer.

All information as part of this tender is deemed confidential and the tenderers are required to ensure that no documents are shared outside of their organisations.

The price provided to the Client must be based upon knowledge of how long these processes typically take and the Quantity Surveyor and Contract Administrator must include all expenses and fee values to take the project from Concept through to Construction completion however long it takes.

Evaluation Criteria

All tender returns will be evaluated based upon the most economically advantageous Tender based upon an arrangement of quality and cost. The ratio of such will be 70% quality and 30% cost.

Submissions will be evaluated on a quality/cost basis (70:30) and will include the following:

1. Understanding of the brief
2. Methodology and approach
3. Strength of the proposed team, including skills and relevant experience
4. Programme
5. Presentation/inclusion of information within tender (does it provide all information)
6. Cost

The weighted quality and cost scores will be added together to identify the most economically advantageous Tender.

Quality Evaluation

Quality will be assessed on the prospective suppliers response to the questions set out in section 1 of this document i.e. 'What is required to be returned' section.

The quality section of the tenderers bid will be analysed based upon the information requested within 'What is required to be returned' section within Section 1 of this document. The scoring will be based upon the below sub criteria headings:

| | |
|---|------------|
| Understanding of the brief | 10% |
| Methodology and approach | 10% |
| Strength of the proposed team, including skills and relevant experience | 30% |
| Programme | 10% |
| Presentation/inclusion of information within tender | 10% |
| Total Quality Ratio | 70% |

The quality evaluation will be based on the following scoring methodology:

Red - Inadequate response/evidence received (Score 1 out of 3)

Amber - Ok response provided/lack of evidence provided in areas (Score 2 out of 3)

Green - Vast evidence received and Comprehensive (Score 3 out of 3)

The quality/technical questions will be scored out of a maximum of 3 points each (as above) and used to calculate a weighted score for the respective quality criteria/sub criteria as per the example below.

EXAMPLE

Joe Bloggs Company Number 1 (say get 2 out of 3)

Understanding of the brief; 10% Weighting; Score out of 3 say 2; weighted score = 6.66%

Then say

John Smith Company Number 2 (say get 3 out of 3)

Understanding of the brief; 10% Weighting; Score out of 3 say 3; weighted score = 10%

The employer reserves the right to amend the way that tenderers are analysed but the revised process will ensure that a level playing field is achieved and feedback is provided to the unsuccessful tenderers.

Price Evaluation

Price evaluation will be based on the lowest bid received. The lowest bid will receive the full weighted score of 30%. Higher bids will be weighed against the lowest bid using the following formula.

$(\text{Lowest Bid} \div \text{Suppliers Bid}) \times \text{Price Weighting}$