Invitation to Tender

**Midsomer Norton High Street Heritage Action Zone Commission for Architect and Contract Administrator Consultancy Services for the Market Hall Reinstatement Project**

**RIBA Work Stage 4: Detailed Design Stage; and   
RIBA Work Stages 5-6: Construction and Handover**

# November 2021



## Midsomer Norton High Street Heritage Action Zone: Market Hall Reinstatement Project – Architect and Contract Administrator Consultancy Services Tender Brief

**SECTION 1 – TENDER SUMMARY AND SCOPE**

* 1. Following a successful grant funding bid awarded in August 2020, Midsomer Norton’s High Street has been designated as a High Street Heritage Action Zone (HSHAZ) and awarded funding from Historic England and the West of England Combined Authority. The HSHAZ project aims to deliver transformative change to the High Street through several projects including the redevelopment of the Grade II-listed Town Hall.
  2. Built in 1859, the Town Hall had various community uses through the C19 and C20 which resulted in the loss of the original market hall at ground floor through subdivision and the creation small rooms, internal hallways and circulation spaces. These spaces lack flexibility and are now considered unfit for purpose.
  3. Phase 1 of the Town Hall Transformation Project is to reinstate the original open-plan ‘market hall’ at ground floor to provide a location for markets and civic, community, arts and cultural events and activities. Phase 1 will also include ancillary spaces within the ground and first floors. The final extent of the Phase 1 works will be defined in response to detailed cost analysis.
  4. Phase 2 of the project will include works to the existing upper floors as well as the construction of an extension to accommodate meeting rooms, offices, a café bar and catering facilities to the rear of the building. Phase 2 is subject to agreement of additional funding and is not within the scope of the present Brief.
  5. Midsomer Norton Town Council and the Town Trust have already secured planning and listed building consent for these works (21/00914/FUL and 21/00915/LBA) which are being progressed to detailed design. These plans can be viewed here:

<https://www.bathnes.gov.uk/webforms/planning/details.html?refval=21%2F00914%2FFUL#details>

<https://www.bathnes.gov.uk/webforms/planning/details.html?refval=21%2F00915%2FLBA#details>

**Strategic Objectives of the Contract**

* 1. We now wish to appoint an appropriately qualified and experienced Architect and Contract Administrator to deliver the project from RIBA Work Stage 4 (including Principal Contractor procurement) through to RIBA Work Stage 6 (completion and handover).
  2. The Architect and Contract Administrator will be required to coordinate with the separately-appointed Mechanical & Electrical Engineer, Structural Engineer, Project Manager and Quantity Surveyor. KB2 (Structural Engineer) and Method Consulting (Mechanical & Electrical Engineer) are appointed for the RIBA 4 detailed design stage with services to be competitively re-tendered should the project progress onto RIBA Work Stages 5-6. Project Management and Quantity Surveyor services are currently being provided by Greenwood Projects up to the end of detailed design and are subject to re-tendering for Principal Contractor procurement through to the end of RIBA Work Stage 6.
  3. **Please note that Phase 1 funding is secured up to the end of March 2022, which we anticipate will cover up to the appointment of a preferred Principal Contractor. Progress onto RIBA Work Stages 5-6, and any progression beyond 31st March 2022, is subject to further fundraising being secured and tenderers should account for this within their tender. The appointment will only continue beyond 31st March 2022 subject to a) the satisfactory delivery of the scope of this appointment, and b) sufficient funding to enable a contract to be entered into with the successful Principal Contractor.**
  4. The construction programme is TBC pending appointment of the Principal Contractor, but it is envisaged that it will be approximately 9 months. The value of Phase 1 construction works is estimated at approximately £728,000.
  5. The Town Council is procuring the Contract as part of the Historic England-led High Street Heritage Action Zone project being undertaken in partnership with the Lead Partner (B&NES Council) and the Transformation Implementation Committee formed of local stakeholders including the Midsomer Norton Community Trust, Town Trust and others.

**SECTION 2 – SPECIFICATION**

* 1. The information below outlines indicative outputs for the commission. Should any tenderer wish to suggest adjustments to these outputs and timeframes, a short explanation for adjustments and revised programme suggestions should be included to explain the benefits of any proposed amendments.
  2. **This is a contract for architectural design and contract administration services. The Fee Proposal should include a detailed and itemised breakdown for each element alongside an activity schedule/outline methodology of how you would approach the project. Details of who will be working on the project, their experience, day rate and schedule of time committed to key tasks should also be submitted.**
  3. The consultancy appointment will be made by Midsomer Norton Town Council in close partnership with B&NES Council (the funding partner) and the Transformation Implementation Committee formed of the Town Trust, Town Council and other stakeholders. The appointment will utilise the grant funding awarded by Historic England and the Phase 1 project will sit within the High Street Heritage Action Zone scheme as a key deliverable.
  4. As a key community building, the Town Hall received over 40,000 visits a year before the Covid-19 pandemic. So, in considering the Architect and Contractor Administrator inputs (and wider works) for each phase, the appointed consultant and/or subconsultants should be mindful of the project phasing and ensuring the work of Town Hall users can continue at the same time.

**Required Actions**

|  |
| --- |
| Completion of RIBA 4 (detailed design) for Phase 1 of the Midsomer Norton Town Hall project according to the agreed scope, including coordinating and managing the (separately-appointed) Mechanical & Electrical and Structural Engineer consultants. This will focus on the Phase 1 scope but should also consider works to be carried out in Phase 2 in so far as necessary to understand and complete Phase 1.  **Indicative Timeframe: November-January 2021** |
| With the Quantity Surveyor and Project Manager, undertake the preparation, issue and evaluation of the Principal Contractor Invitation to Tender. N.B. it is anticipated that the contract will be JCT Standard (TBC).  **Indicative Timeframe: Issue by end January 2022, appointment by end March 2022** |
| Act as Contract Administrator for the Phase 1 RIBA Work Stages 5-6 works (subject to approval/funding, see Section 1.2)  **Indicative Timeframe: March – December 2022** |
| Deliver all architect services in respect of RIBA Work Stages 5-6 (subject to approval/funding, see Section 1.2)  **Indicative Timeframe: March – December 2022 / December 2023** |

**Term of Contract/Goods or Service Requirement Date**

* 1. This agreement will commence on 30/11/21 and expire on 31/12/22.

**Estimated Value of Contract**

* 1. The estimated value of the contract is £50,000-£70,000.

## SECTION 3 – TENDER EVALUATION

* 1. The tenders will be considered using quality and competency criteria and cost criteria on a 70:30 basis. The following quality and competency criteria will be used to assess the tenders (70%):
* Submitted fee proposal demonstrates comprehensive understanding of Architect and Contract Administrator processes, planning and delivery for construction projects within listed buildings (30%).
* Submitted fee proposal demonstrates experience of successfully providing Architect and Contract Administrator consultancy to design teams and project stakeholders for phased and grant-funded schemes (20%).
* Submitted fee proposal demonstrates ability and capacity to deliver the project on time and within budget (20%).
  1. The following price criteria will be used to assess the tenders (30%):
* All price bids are compared against the lowest bid to reach the percentage difference from the lowest bid. Example if the price weighting were 40%, the calculation would be: (40\* lowest price)/bid price

## SECTION 4 – ADDITIONAL INFORMATION

* 1. Alongside the PM and QS, the HSHAZ Project Manager will support the appointed Architect and Contract Administrator as far as possible and continue to lead on aspects relating to the wider project, including day-to-day management responsibilities and liaison with project stakeholders and appointed professionals.
  2. Alongside day-to-day discussions with the project team, the appointed Architect and Contract Administrator will be expected to attend a fortnightly Client Design Team Meeting chaired by the Project Manager and liaison meetings as required to meet the project programme. This will include meetings with the Town Council and Town Trust’s Transformation Implementation Committee (‘TIC’) and wider HSHAZ Project Steering Group, formed of key project stakeholders. As such, there will be opportunities to seek feedback and input from this group at key milestones.

## SECTION 5 - PROCUREMENT PROGRAMME

* 1. The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst the Town Council does not intend to depart from the timetable, it reserves the right to do so at any time.

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| --- | --- |
| **Date or Target Date** | **Activity** |
| **15/11/21** | ITT issued to potential suppliers |
| **19/11/21** | Closing date for clarification questions to be submitted |
| **22-23/11/21** | Town Council responds to clarification questions |
| **29/11/21, 10:00** | Closing date and time for receipt by the Town Council of Bidders responses to the ITT |
| **29/11/21** | Evaluation of the ITT responses by Tender panel & supplier financial accounts by Internal Audit |
| **30/11/21** | Award decision made and award letter issued |
| **30/11/21** | Contract award concluded |

## SECTION 6 - SUBMISSION OF FEE PROPOSAL AND COST BREAKDOWN FOR TENDER

* 1. Please submit by 10:00am on Monday 29th November:
     + **A Fee Proposal.**

This should include a detailed and itemised breakdown for each element (referenced against an activity schedule) alongside an outline methodology of how you would approach the project. Details of who will be working on the project, their experience, day rate and schedule of time committed to key tasks should also be submitted;

* + - **Any relevant examples of similar project work;**
    - **A Supplier Questionnaire and Conflict of Interest, Canvassing & Collusive Tendering Certificate (see Appendices 1 and 2).**
  1. These documents should be submitted by email to Donna Ford, Town Clerk ([townclerk@midsomernortontowncouncil.co.uk](mailto:townclerk@midsomernortontowncouncil.co.uk)), copying in Edward Heritage, HSHAZ Project Manager ([MidsomerNortonHSHAZ@bathnes.gov.uk](mailto:MidsomerNortonHSHAZ@bathnes.gov.uk))
  2. Further to information provided within this tender brief, B&NES Council, the Town Trust and Town Council will supply additional background information if requested and reasonably required to assist potential and appointed consultants. This may include the following:
     + Background information including records of past planning permissions, planning policy documentation, listed building consents and any other relevant information contained within the planning, archival or Town Council records;
     + Previously published and unpublished documents including available technical information from internal teams, contractors and external consultants.

## Appendices

1.0 Supplier Questionnaire

2.0 Conflict of Interest, Canvassing & Collusive Tendering

**Appendix 1 - SUPPLIER QUESTIONNAIRE**

**Notes for completion**

i. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If it does not apply to you, please state clearly ‘N/A’.

ii Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.

1. Please return a completed version of this document with your Quote submission.

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the Town Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. The Town Council will request evidence from the winning Contractor only after the final Quote evaluation decision.

**Sub-contracting arrangements**

1. The Supplier should advise in a separate appendix the names of sub-contractors, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

**Confidentiality**

1. The Town Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Town Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
2. The Town Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

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| --- | --- | --- | --- | --- |
| **3.1 Supplier details** | **Answer** | | | |
| Full name and address of the Supplier |  | | | |
| Registered company/charity number |  | | | |
| Registered VAT number |  | | | |
| Name of parent company |  | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | ▢ Yes | | |
| ii) a limited company | ▢ Yes | | |
| iii) a limited liability partnership | ▢ Yes | | |
| iv) other partnership | ▢ Yes | | |
| v) sole trader | ▢ Yes | | |
| vi) other (please specify) | ▢ Yes | | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes | | |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | ▢ Yes | | |
| iii) Sheltered workshop | ▢ Yes | | |
| iv) Public service mutual | ▢ Yes | | |
| **Bidding model** | | | |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | | | |  |
| a)      Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | | | ▢ Yes |  |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the services | | | ▢ Yes |  |

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| **3.2 Contact details** | |
| Supplier contact details for enquiries | |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

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| |  |  | | --- | --- | | **3.3** | **Technical and Professional Ability** | | **a.** | **Relevant experience and contract examples**  Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.   The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. |  |  |  |  | | --- | --- | --- | |  | **Contract 1** | **Contract 2** | | **Name of customer organisation** |  |  | | **Point of contact in the organisation** |  |  | | **Position in the organisation** |  |  | | **E-mail address** |  |  | | **Description of contract** |  |  | | **Contract Start date** |  |  | | **Contract completion date** |  |  | | **Estimated contract value** |  |  |  |  |  |  | | --- | --- | --- | | **3.4** | **Additional Project Related Minimum Standards** |  | | i) | Membership of a suitably recognised industry body for the services to be provided. |  |   Suppliers are required to answer the following questions comprehensively and provide evidence, where requested to support their answer. Please ensure you adhere to any word counts or instructions. The questions in this Quote Questionnaire will be scored in accordance with 5.2 Award Criteria and Weightings.   |  |  | | --- | --- | | 9.1 | Project Related Scored Questions | | i) | Have you as Architects and Contract Administrators previously designed/delivered similar projects within market towns within the South West of England? If so, please provide details, particularly if these projects were within sensitive planning contexts e.g. Conservation Areas, AONB, listed buildings etc. |   **Climate Emergency**   |  |  | | --- | --- | | **9.2** | **Climate Emergency** | | i) | If successful, what will you do to actively reduce your carbon footprint? | | ii) | How can you assist the Town Council in achieving its zero-carbon policy through this contract? | |

**APPENDIX 2**

**Conflict of Interest, Canvassing & Collusive tendering**

**It is a mandatory requirement that the Supplier signs and complies with this certificate. FAILURE TO SUBMIT THIS DECLARATION WHEN RESPONDING TO THE QUOTE WILL RESULT IN YOUR QUOTE NOT BEING EVALUATED**

**DECLARATIONS**

|  |  |
| --- | --- |
| **Tender for Contract:** |  |
| **Supplier Name:** |  |

**CONFLICT OF INTEREST, CANVASSING & COLLUSIVE TENDERING**

1 In consideration of the Town Council accepting our tender we undertake and agree to advise the Town Council immediately upon becoming aware of any conflict of interest or potential conflict of interest, whether deliberate or otherwise, that may arise either during the term of the Contract or for a period of two years after its termination.

2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member Officer or Employee of the Town Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

3 I/We certify that

(a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

(b) I/We have not canvassed or solicited any Member Officer or Employee of the Town Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Goods/Services and that no person employed by me/us or acting on my/our behalf has done any such act.

(c) that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

1. Offer or give or agree to give any officer or member of the Town Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.

(ii) Communicated to any person other than the Town Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Guidance & Instructions).

(iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

**Person authorised to submit the Tender:**

**Signature:**

**Name:**

**Position:**

**Dated:**

1. [↑](#footnote-ref-1)