

FORMAL QUOTATION



Bovey Tracey Town Council – For the supply of architectural and other design services for the design of a new Community Centre in Bovey Tracey to include the submission of plans for planning application (RIBA stages 1 – 3).

This request for formal quotation is being run as a mini competition by Bovey Tracey Town Council.

Invitation to Submit Formal Quotation

Formal Quotation		Bovey Tracey Town Council Town Hall Town Hall Place Bovey Tracey TQ13 9EG
Formal Quotation for:	For the supply of architectural and other design services (up to and including RIBA stages 1 – 3) for the design of a new Community Centre in Bovey Tracey to include submitting plans for planning application.	Due for return by noon on: 28th November 2016
Specific purchase or purchasing arrangement for the period :		One off purchase

Authorised Officer:	Mark Wells	
Contact Details:	info@boveytracey.gov.uk	Tel: 01626 834217

This is an invitation to quote for the supply of architectural services for the design of a new Community Centre in Bovey Tracey.

The quotation is to be submitted on this form; it should be printed off, completed and returned in a sealed envelope (marked as per Appendix 1) and should include any other supporting documents to the Authorised Officer:

Mr Mark Wells (Town Clerk)

Bovey Tracey Town Council

Town Hall

Town Hall Place

Bovey Tracey

TQ13 9EG

by noon on the 28th November 2016. All submissions will be kept securely and will be opened by the Proper Officer and in the presence of at least one Town Councillor.

Bovey Tracey Town Council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation in whole or part. If unable to quote to the specification stated, please submit full details of any alternatives(s) offered.

The prices quoted in the offer shall remain throughout the period of the purchasing arrangement.

1. Guide to the Process

1.1 Timetable for the procurement

The proposed timetable for this procurement is as follows:

25 th October 2016	Launch of procurement
28 th November 2016	Closing date for receipt of tenders
29 th November 2016 – 2 nd December 2016	Initial evaluation of tenders
13 th December 2016	Shortlisted Architects asked to present their submissions to Bovey Tracey Town Council (Panel of 4)
9 th January 2017	Recommendation made to Committee on intention to award contract (subject to Full Council Approval)
10 th January 2017 – 22 nd January 2017	Standstill period
23 rd January 2017	Full Council Approval Meeting and commencement of contract

NB. Whilst this schedule gives the anticipated key dates in the procurement process, this data is offered as information only and for planning purposes. The Council does not bind itself strictly to the above timetable. Should circumstances dictate a change to the proposed timetable tenderers will be informed.

1.2 Presentations to evaluation panel on Tuesday 13th December 2016

If shortlisted, architects will be asked to expand on their responses provided on this form by means of a presentation on the 13th December 2016. In addition, we would like the proposed lead architect to attend giving details of similar type schemes delivered, please bring visuals (photos, early concepts sketches / designs). We would also like to hear your early thoughts on what can be achieved for this scheme based on the information contained in the attached Design Brief and the available budget.

The presentations will be held within the Council Chamber room at the Town Hall, Town Hall Place, Bovey Tracey, TQ13 9EG.

As due notice of the event has been supplied through this documentation these dates will not be changed due to applicants being unavailable.

1.3 Documentation

This request for formal quotation should be read in conjunction with the following appendices:

Appendix 2: Community Centre Design Brief

Appendix 3: Findings of the Community Survey (June 2016)

1.4 Written submission

Specifically, suppliers are asked to answer the set questions contained within this form – using the spaces provided. Please affix any other supporting information to this form.

2. Project Information

2.1 Background Information

Bovey Tracey has a strong creative culture, both historic and contemporary, which can be seen in numerous shops, attractions and events across the town, including the internationally renowned Devon Guild of Craftsmen, based in the 19th century water mill on the western edge of the town centre. It is a pretty cob and Dartmoor granite built town with over 100 listed buildings and a plethora of architectural features which are indicative of its rich built heritage. Bovey Tracey is one of the main gateway towns to Dartmoor National Park providing a perfect location from which to enjoy the stunning landscape and range of outdoor recreational opportunities.

In terms of demographic profile, the 2011 Census reports a population of about 7200 people living in 3220 households. The number of children under 16 is slightly lower than the national average, but notably the percentage of older people over 65 is 28% of the population compared to the Devon average of 23% and the national average of 16%. There are also a significantly higher (18%) number of single pensioner households than the national average (12%). Also of interest is the fact that there is a higher than average level of self-employment and twice the national average of people working from home.

2.2 The site and its Surroundings

The site of the former Thatched Inn, Station Road (NGR: SX81387815) in Bovey Tracey was purchased by Bovey Tracey Town Council in 2011.

Until early 2014, the site was occupied by the burnt out shell of the former Old Thatched Inn public house which was Grade II listed. An application for de-listing was confirmed in July 2013 as it was considered the remains did not have any special architectural or historic interest. The site now provides an ideal opportunity for development for the benefit of the local community and visitors to the area. The site is accessed by pedestrians and vehicles from Station Road. The overall size of the site is approx. 800 Sq. M. or 0.15 acre. The site is bordered by a public car park to the east and residential dwellings to the north and west. It is located around 400m to the west of the town centre and forms part of the Bovey Tracey Conservation Area which is mainly 'mid to late' 19th century in character, interspaced in this area with new residential units.

Located at the main western entry point to Bovey Tracey, the view along Station Road will introduce the building and lead into the adjacent car park. The project is therefore an opportunity to improve the local built environment and enhance first impressions for visitors to the town.

The new Community Centre will establish a building of merit on this corner site opposite the historic Mill building and at the western “gateway” to the town and Dartmoor National Park beyond.

2.3 Vision Statement for the new Community Centre

To create a community asset to act as a focal point in the community: providing wide-ranging facilities accessible to all, where multiple services, the hosting of public events and activities, and the provision of meeting spaces will contribute to community life and well-being.

The new Community Centre is proposed to be built on the site of the former Old Thatched Inn which was demolished by fire in 2008 and has sat derelict for around 8 years.

2.4 Strategic Aims

1. To provide a focal point for community activities, visitor support and key services that reflects Bovey Tracey’s role as a historic market town and gateway to Dartmoor National Park
2. To provide a modern, welcoming and comfortable environment with a focus on optimising the customer experience
3. To optimise collaboration and partnership working between agencies that all work for the well-being of Bovey Tracey’s residents.
4. To offer opportunities for enhancing the well-being of the community and for increasing community integration bringing residents together to improve the quality of life for all, particularly the most vulnerable.
5. To support the growth of the local economy through: promotion of local businesses; provision of spaces and facilities for use by local enterprises and home-based entrepreneurs; promotion of local tourism sector providers and destinations.

2.5 The Proposed Community Centre

The Community Centre will accommodate five main services under one roof which are currently elsewhere in inadequate buildings, these are:

- Town Council Offices
- Tourist Information Centre

- Library
- Flexible community meeting space
- Public Toilets

It is intended that the building should become a focal point for the community.

We would like a building designed that will accommodate these services along with a range of functions suggested by the local community (see Appendix 3). The building should aim to cater for as many of these expressed needs as possible and to become a busy centre for community life and visitor hospitality.

The building will need to relate in scale to the adjacent domestic structures, but will also establish a building of merit on this corner site opposite the historic Mill building and at the western “gateway” to the town and Dartmoor National Park beyond.

2.6 Methodology

Initially the architect will be commissioned to develop a design up to RIBA Stage 3 and submit the design for planning approval.

It is envisaged that the architect, together with the rest of the design team, will be novated (after RIBA Stage 3) to the successful construction contractor, once detailed planning permission has been achieved and once a contractor has been appointed, to carry out further detailed architectural and design services necessary for the successful completion of the project.

The work of the architect will be responsible to and appointed by Bovey Tracey Town Council for the first phase.

3. Technical Questions

This section is designed to provide adequate demonstration of technical ability and capacity to perform and fulfil the contract.

Contract award will be based on the following percentage weightings:

- 60% in relation to Quality/ Service Delivery Proposals.
- 40% in relation to Price.

Tenderer's Quality/Service Delivery proposals will be weighted as follows:

- Experience and capacity (35%)
- Demonstrated understanding of the project (15%)
- Methodology (10%)

Your responses to the questions below should not only detail how our expectations will be met but also how they could be exceeded.

Experience: (35%)

T1

Provide examples of similar schemes to this Community Centre scheme that you have delivered in the past.

- What was the brief, available budget, key challenges, etc.
- Please provide photographs, visuals, plan etc. (20%).

T2	<p>Give details of when and how you have undertaken community / stakeholder engagement (5%)</p>
T3	<p>Please provide details (CV) of the lead architect and project team you would plan to use to deliver the contract through the initial and subsequent phases.</p> <p>Explain how you will ensure that your organisation has the capacity/resource to deliver or exceed our requirements. It must be clear from the information you provide who within your organisation would manage the project and the level of direct involvement s/he will have in the organisation and delivery of the project. (10%)</p>

Demonstrated understanding of the project (15%)	
T4	<p>Using the information provided in the Design Brief, please give your initial thoughts on the scheme outlining what could be achieved with the available budget, what are the challenges and the risks for the scheme (15%).</p>

Methodology (10%)	
T5	<p>Describe the methodology (step by step approach) you would adopt to develop this scheme.</p> <p>Please provide a time line, including key milestones, for this scheme up to and including the planning application submission. (10%).</p>

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Pricing (40%)

T6	<p>There is a total available budget of £915,000 which must meet all consultancy and statutory costs, VAT (if applicable) and other incidental costs, which therefore indicates a construction budget in the region of £700,000.</p> <p>Based on the above, please provide your fees schedule to deliver this project from RIBA stages 1 – 3. Provide all costs to enable the submission of the planning application - including any surveys or specialist services that may be required.</p> <p>Please state what the percentage fee would be, additional charges and exclusions that would not be included in the percentage fixed fee (40%).</p>
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Signature: _____

Date: _____

For and on behalf of: _____

Supplier Address: _____

Phone No: _____

Email: _____

Name of Person/Contact: _____