Crewe Heritage Centre Feasibility Study (potentially phased)

**Clarification queries received and responses given**

1. *Could you please confirm if the stated budget maximum budget of £40,000 is inclusive or exclusive of VAT?*

£45,000 exclusive of VAT (amended).

1. *The Contract Notice states that the procedure is a single tender action (below threshold). Is this an error or is there a reason why this is the case that I am not aware of, as the documents are freely available?*

Apologies. Human error. This is an open tender opportunity. Amended on the Contracts Finder listing.

1. *The  Contract Notice  (published 6th November) states that the closing date for the tender is 7th December 2023 but the tender invitation document states that Your completed tender must be returned and be received no later than 12 noon 29th September 2023.*

*I should be most grateful if you would confirm that the return date is 7th December and that the contract notice has not been re-published in error.*

Apologies again. Previous template used and the date was not amended. Confirmed that the closing date and time for receipt of submissions is 12 noon 7th December. Table of dates listed below for clarity.

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| --- | --- |
| Stage | Date |
| Tender Issue | 6th November 2023 |
| Query Deadline | 22nd November 2023 |
| Tender Submission Deadline | 7th December 2023 |
| Tender Assessment | Week commencing 11th December 2023 |
| Contract Award (estimated) | 15th December 2023 |
| Contract Start & Mobilisation (estimated) | 2nd January 2024 |

1. 1.3  states “First phase of project, must not exceed £40,000”. Please clarify; it is listed as £45k on Contracts Finder.

Now corrected on the Tender Invitation to show £45,000

1. Cost Weighting:

Please confirm the weighting of cost submission as it is listed as  40% in the Tender Invitation, however, it is also listed as 50% in the Cost Response Template.

Now corrected to 40% in the Cost Response Template

1. Please can you provide clarity on word count? The Tender Invitation states "Must not exceed the word count advised", however, there doesn’t appear to be a word count stated anywhere.

No word count stated, therefore no restrictions.

1. Could you clarify the development site that you are looking to undertake the feasibility study on please. Is it the existing [Crewe Heritage Centre](https://www.crewehc.co.uk/)?

Yes, I confirm that is the correct location

1. Please can you clarify if we can provide you with our response to the quality questions in our own format providing that all questions are clearly marked and referenced?

I confirm that you can respond to the quality questions in your own format. The template is optional as long as the information is readily identifiable.

1. Additionally, can you please confirm that Q7 – Accessibility of information does not require a written response? To our understanding it is telling us to make our response accessible and legible, but is not a question on its own.

I confirm that Accessibility of Information does not require a response and relates to seeking that tender submissions provide information that can be readily understood and scored accordingly.

1. Do we need to register our interest or do we just enter on the 7th December?

There is no need to register an interest. The form of tender is set out in the advert notice and as long as a valid tender is submitted before the closing date and time it will be included in the scoring and assessment.

1. I hope you are well. We have received advice from our legal team, that an appropriate form of contract for the consultant team to sign up should only pertain to Services.  For example, RIBA or ACE consultancy appointments. The proposed contract provided (APP F) does not include professional services and therefore would need amending in order to cover the proposed scope of services.

The listed contract does provide for professional services and forms our standard contract. It has been created within the suite of procurement documents commissioned by this council. Tenderers have in the past submitted proposed/draft amended contracts with their submissions. The consideration at that point relates to if the amendments proposed are acceptable to the council and or fundamentally or materially change the outcome purpose of the tender process.

1. We also have a question about page 7 of the Tender Invitation, which states that bidders should write their responses directly into the provided document and not in any other format. However, Question 7 of the Quality Response scores the quality of the Accessibility of Information.

You are able to submit your response in a format relevant to your organisation as long as it is accessible and addresses the quality questions posed within the tender document (this has previously been asked and is within the bidder query list uploaded to the tender notice)

1. Since we are expected to input our responses into the provided template, we are unclear how this will be marked, as the client has seemingly provided the format and level of accessibility themselves with the provided template. We would like to know if we are allowed to attach appendices (such as PDFs) to our responses.

Scoring of accessibility is across the entirety of the submission. Appendices are permitted and, if included, will form part of the considered tender submission

1. The team have enquired about the possibility of a site visit, is this something that would be possible?

To ensure fairness and openness, I am proposing a single date and time for an open site visit for any interested organisations.

The date is **Thursday 23rd November between 10am and 12 noon**

In line with open procurement, we will not be able to answer individual formal queries or take part in individual conversations relating to the tender opportunity at the site visit, but we can provide written responses to submitted queries which will then be listed on the tender notice, as is practice. Parking is available on site. There is no need to book in advance to attend the open site visit.

1. Completion date is listed as 01/03/2024 in Q4 in the Qual Response doc & 31/03/2024 in the tender invitation doc. Please could you confirm.

The contract/project end date is 31/03/2024. Q4 has been updated and corrected to show the correct date. Apologies for my error

1. Completion date is listed as 01/03/2024 in Q4 in the Qual Response doc & 31/03/2024 in the tender invitation doc. Please could you confirm.

The contract/project end date is 31/03/2024. Q4 has been updated and corrected to show the correct date.

1. Could you clarify please whether you have in mind that everyone should arrive *[for the site visit]* at 10 or that it will be open for people to walk around between those times

You are welcome to visit the site at any point between 10am and 12. I will be on site for the whole of that time

1. Could you also advise please if there are plans, if so whether they are in digital format (that can be used for CAD), if there is a Statement of Heritage Significance and if there are condition surveys

There are currently no plans, other than land registry plans, and there is no heritage statement for the site

1. Could you please clarify if there is list of consultants required under the Lead Agency to inform this feasibility study. Is the Business Consultant to be directly appointed or part of the Lead’s team?

It is anticipated that the contract award will be to a single tendering organisation that will identify within its tender the required professionalisms within their team for delivery. It is not anticipated that specialisms will be contracted independently of the successful tender.

1. We would like to attend the site visit on Thursday, please could you reserve a place for *[organisation name]*

We are not reserving places for the 23/11/23 site visit. It is an open site visit opportunity for any interested organisations.

1. Please could you also confirm that the text below from Section 3.2 is correct?
   1. Submission Format

"Tender submissions should be in hard copy/paper form accompanied by a digital copy on a data stick"

The text is confirmed as correct

1. Do you have a budget in mind for this piece of work?

The budget is £45,000 (ex VAT)

1. Please can you tell me about the membership of the Project Board?

The project board has not been established but will likely include Crewe Town Council Officers, Cheshire East Council Officer, Heritage Centre Trustees, Lead consultant. It would be expected that others may feed in to the project board as required.

1. Value for this tender has been increased to £45,000 on Contracts Finder. Can you confirm this is now the correct tender value?

That is the correct value

1. What address should the paper forms be sent too?

Crewe Town Council, 1 Chantry Court, Crewe, CW1 2DL

1. How many paper copies are required?

1, Plus a digital copy (eg data/memory stick)

1. Can you clarify specifically what surveys are required and what, if any, background information exists already?

No. They are to be specified. It is anticipated that this will include a full site survey, access needs/rights, utilities and boundaries.

1. Is there is any current indication of what budget would be available for Stage 2 tendering to complete the project after 31st March 2024?

There is no indication of budget for the anticipated second phase at this time. It is hoped that tender submissions might inform that.

1. Can we please confirm that submission is either in hard copy only to the following address: Crewe Town Council at 1 Chantry Court, Crewe, CW1 2DL, accompanied by a memory stick copy? Or by submission to Town Clerk via email in MS Word and PDF format (slightly differing instructions between the APP A Spec and the Tender Invitation docs)?

Submission is to be delivered in physical/printed format accompanied by a digital copy on a data device/stick to the council’s offices (1 Chantry Court, Crewe, CW1 2DL) by 12 noon on 7th December.

1. Have any options been explored up to this point of the project? If not, are they anticipated to be explored as part of this commission?

No options have been explored and options would be of added value if deliverable within the tender proposals.

1. Does the commission also need to consider funding research?

This would be added value if deliverable within the tender proposals.

1. “The expectation is that a lead agency will co-ordinate the relevant data and information gathering, reviewing and reporting in context and provide the feasibility study with conclusions, draft site designs, business plan and in doing so effect the creation of the business case for investment” (p.3 of tender invitation document) ­– can we please confirm that the level of design detail required at this stage is architectural? Please advise if otherwise.

That is confirmed, with the expectation that designs would likely be indicative, rather than detailed.

1. Extension of Relevant Experience Period: The Quality Response Template specifies that relevant services should have been performed within the past three years. Given the challenges posed by the Covid epidemic, we kindly inquire whether it would be possible to extend this timeframe to five years

That is acceptable. The phrase “should” can be interpreted as preferred but not “must”

1. Submission Limits for Consortium Bids: In relation to the same Quality Response Template, specifically the Relevant Experience question, we seek clarification on whether, in the case of a consortium comprising two partner companies, each consortium member can submit three contracts (totaling six contracts) to showcase individual experiences. Alternatively, is the limit restricted to three contracts in total for the entire consortium?

That is acceptable. There is no limit.

1. Inclusion of Project Case Studies and Images: Considering that designs form a crucial part of the project scope (as outlined in Appendix A – Specification), we are eager to showcase our consortium's creative approach by including images of attractions we have designed. Could you please confirm whether full project case studies, along with project images, are permissible in response to the Relevant Experience question?

Confirmed – that is acceptable

1. Submission of Additional Case Studies: Lastly, we would appreciate guidance on whether it is acceptable to submit supplementary case studies as appendices, in addition to the key case studies presented in response to the Relevant Experience question.

That is acceptable

1. Please can you confirm if the Insurance levels stated (Employer's Liability Insurance - £10mil / Public Liability - £10mil / Professional Indemnity - £1mil / Product Liability - £250k). These levels are very high for a small project fee.

That is confirmed – the insurance levels are standard for organisations of an appropriate scale and capacity.

1. Are you able to provide a red line boundary drawing of the site being considered?

Not at this stage, but the site details are available via the Land Registry

1. How do you intend to score the cost aspect, when each team's scope may vary depending on Phase 1 + 2? How will you factor in best value for money?

Cost will be scored based on being within budget, level of detail for and volume of the work proposed within that budget and consideration if a proposal may be considered to be quoted at an unsustainably low level. The phase 2 aspect is of added value interest for our onward consideration for progressing beyond the currently funded aspect.