

MARDEN PARISH COUNCIL

Invitation to Tender for Design Team Services (RIBA Stages 4-6) for Marden Community Centre

1. Project Background

The Community Centre project came about as part of the early stages of the development proposals for the New House Farm residential development adjacent to Marden Primary School. As part of the community consultation linked with the project, it was identified that the Parish would benefit from a more focused heart to Marden village and as a result proposals for the site were developed which included the provision of a new village green and Community Centre. The site for the village green and Community Centre will be gifted to the Parish under a section 106 agreement linked to the development proposals and Outline planning permission for the New House Farm development site.

2. Planning Status

The New House Farm development site is subject to Outline Planning Approval – No. 150989 (Proposed residential development of up to 90 dwellings, with provision of a site for a community building and associated open public space).

Under this Outline Approval, the developer of the New House Farm site has submitted a Reserved Matters Application – No. 190182 relating to the 90 houses on the development site.

In addition, proposals for the Community Centre and village green were submitted as a Reserved Matters Application – No. 201008, under the same Outline Planning Approval. The basis of this application forms the basis of the design for this appointment.

Currently, both Reserved Matters Applications are yet to be determined because of the issue related to phosphates levels in the River Lugg, but it is expected that once resolved the approvals will be granted.

Only items specifically listed as Reserved Matters have been addressed with the above application, all other conditions listed on the original Outline Approval will need to be discharged or co-ordinated as part of this appointment.

3. The Appointment

Marden Parish Council is looking to appoint an Architect led design team for the completion of the Community Centre project. It is open to the format and structure of the team as long as it covers all activities needed for the completion of the build.

Currently, it is assumed that the project will be procured under a Traditional Procurement route, although subject to design team advice the Parish Council is open to alternative suggestions that might represent the best value (both quality & cost) delivery of the project.

It is expected that the design team will include the services of:

- Architect (Project Lead - Lead Designer, Contract Administrator)
- Principal Designer
- Quantity Surveyor

- Civils Engineer
- Structural Engineer
- Mechanical & Electrical Engineer
- Landscape Architect

The fees for each consultant will need to be developed as focused appointment to meet project cost objectives set out below.

As a minimum, the remaining stage activities are likely to include (but not limited to):

RIBA Stage 4 (Technical Design)

- Discharge of planning conditions linked to original outline planning approval (and any new conditions linked to the reserved matters approval).
- Application for Building Regulations compliance and addressing any conditions.
- Technical development of the building design to meet statutory compliance and to target a fabric first energy efficiency for the project (suggested target of AECB Building Standard).
- Development and completion of PHPP calculation for the project, ideally demonstrating compliance with AECB Building Standard or agreed level of construction.
- Production of sufficient technical information for construction and also for contractor tender process.
- Develop the contractor tender, including supporting the Parish Council in issuing of tender documents in line with its tendering requirements, evaluation and appointments.
- Other activities as set out in the RIBA Plan of Works.

RIBA Stage 5-6 (Construction & Hand Over)

- Act as Contract Administrator and provide adequate support for the client during the process.
- Other activities as set out in the RIBA Plan of Works.

RIBA Stage 7 (In Use)

- The client would like to review the potential for extending the scope during the works to cover Soft Landings and Post Occupancy evaluation processes to get best use out of the building and demonstrate performance is achieved – level of involvement should be discussed at RIBA Stage 4.

The appointment to the client is to follow an RIBA Standard Professional Services Contract 2020 for the Architect and all other consultants. Other appointment forms can be discussed and reviewed although the Project lead will be responsible for organising and collating all consultant appointment forms.

4. Construction Approach

The Parish Council has an aspiration for the project to be delivered to a fabric first approach, ideally using the AECB Building Standard. As a result, the Design Team will need to manage this process, subject to budget constraints dictating otherwise.

5. Project costs

An outline project cost plan has been developed at RIBA Stage 3. The indicative budget is in the region of £500,000 to include all fees, surveys, construction costs of building and carpark, landscaping, eco features and contingency. The Parish Council will need to take out a loan to meet this figure and has limited potential to extend this figure, so both the design and construction approach will need to be refined and optimised to meet the project objectives, though the Council will be open to the possibility of suggestions for items of

self/community finish or the potential to go out for further donations both within the building and landscape work.

As part of this submission, the tendering teams are asked to provide an outline project cost plan to show how this could be achieved.

6. Tender Submission Requirements

The following should be submitted as part of this tender submission:

- **Completed Form A** – setting out Design Team fee proposals for RIBA Stages 4-6 (scoring percentage – 50%)
- **Short document setting out experience** in the following (no more than 2 No A4 pages for each) (scoring percentage – 20%):
 - Company and design team structures and personnel who would work on the project.
 - Sustainable design and in particular experience and understanding of Passivhaus/AECB Building Standard projects.
 - Experience of community projects (or similar sized projects) and how you would go about working with the Parish Council moving forward.
 - Evidence of delivering projects on budget and to time.
 - Indication of timescale for each RIBA stage – from approval of the planning application and gifting of the land to the Parish.
- **Outline project cost plan** (as set out above – and how design team fees fit within the cost plan) (scoring percentage – 10%).
- **Reasonable commuting distance to Marden** (scoring percentage 20%).

Any questions/clarifications and application for a tender submission envelope should be submitted by 30 November 2020.

Tender submissions should be submitted by 12 noon on 31 December 2020 by sealed tender in submission envelope requested from the Parish Clerk.

All questions/clarifications and requests for tender submission envelope should be sent to the Parish Clerk:
Alison Sutton, e-mail: parish.clerk@mardenherefordshire-pc.gov.uk

FORM A – Design Team Fee Proposal

Complete the table below, if disciplines are combined/undertaken by others then amend as necessary:

ROLE	CONSULTANT NAME	RIBA STAGE 4 FEE	RIBA STAGE 5 FEE	RIBA STAGE 6 FEE	RIBA STAGE 7 FEE
Architect (Project Lead, Lead Designer, Contract Administrator)					
Principal Designer					
Quantity Surveyor					
Civils Engineer					
Structural Engineer					
M&E Engineer					
Landscape Architect					
Other					
Other					
Other					
	TOTALS:				