



ST IVES TOWN COUNCIL

## Clarifications Log

<b>Tender reference</b>	St Ives-RFQ- Cost Consultancy Services
<b>Title</b>	St Ives Guildhall Renewal
<b>Deadline for Clarifications</b>	2 <sup>nd</sup> December 2022

Date:  
25<sup>th</sup> November 2022

Reference	Clarification	Town Council response	Response Date
GHR1	As a recently established business we are unable to provide three years audited accounts but have strong accounts to date and forecasted revenue. What evidence of financial performance will you consider?	For more recently established businesses the Council would consider a submission based on one year's accounts plus current management accounts and a 12 month business forecast. Should the practice be shortlisted we would request a bank reference	2/12/22
GHR2	Would the Council be open to a supplier not based in Cornwall?	Provided the supplier's location does not impede them from making visits to the site on at least a monthly basis both pre and post-contract, the supplier does not need to be located in Cornwall	2/12/22
GHR3	What frequency of attendance in person does the Council expect through the duration of the project?	The Council has not specified a specific requirement in respect of attendance in person but would anticipate attendance in person on at least a monthly basis both pre and post-contract. Other meetings will be predominantly on-line through Teams or Zoom. The supplier tendering should make their own assessment of the attendance in person that they assess the project will require and set this out in their submission. A	2/12/22

		full-time site-based QS resource is not anticipated.	
GHR4	Can we demonstrate our team's experience through projects our key staff have undertaken prior to establishment of our present business	We would like to see a combination of both the practice's own experience and that of the key staff proposed for the commission even if gained through other previous employment	2/12/22

Date: 28<sup>th</sup> November 2022

Reference	Clarification	Town Council response	Response Date
GHR5	Please can you advise the anticipated frequency of in-person meetings at St Ives prior to construction? We note that attendance is required for project and design team meetings, are these anticipated to be on-line	We anticipate in person attendance prior to commencement of the contract on site on a monthly basis for regular programmed project team meetings. Other project and design team meetings are likely to be on-line through Teams or Zoom. The tendering practice should make provision for any additional in person attendance it considers essential to the successful delivery of its commission. Post -contract the QS is expected to be on site monthly for site meetings and valuations which will be co-ordinated as far as possible to fall on the same dates.	2/12/22
GHR6	We note the QS will be responsible for producing tender documentation and managing the tender process for the construction works. Is it anticipated the QS will be required to do this for the wider consultant team as we see there is mention of	The Council is appointing a full design team through a lead design consultant and this team will provide the QS with full co-ordinated drawings and specification to describe the contract works for tender purposes. The design team will co-ordinate within their documentation any contract	2/12/22

	archaeological and ecological services that may be required?	works or requirements identified by the archaeologist and ecologist. The QS will assemble this documentation along with their preliminary clauses and any measured bills or similar documentation and issue them to the selected tendering contractors and manage the subsequent tender process. It is expected the QS will play a key role in the contractor selection process to ensure the Council has confidence in those contractors issued with the tender documentation.	
GHR7	Are you able to share a project programme? The ITT includes a summary but not the programme itself and the ones included in the appendices appear to have been superseded?	We are attaching the current programme V4 but please be aware that this is currently under to review with a view to minimising the Guildhall's close down period between October 2023 and the start on site date at the beginning of 2024	2/12/22
GHR8	Please can you confirm who will act as Contract Administrator for the works contract?	At present we anticipate the project manager will be Contract Administrator, supported by the design team lead. However, this is under review and we would be happy to accept an additional tender for the contract administration services provided it is separately identified to the main QS services in your tender submission. Not submitting a separate price for the contract administration role will not rule out you being considered for the main QS services role.	2/12/22
GHR9	Point 6.6 of the brief says the cost consultancy agreement will be reviewed on a stage by stage basis. However, elsewhere in the tender pack it says that there will be a break-clause	The QS and all professional team appointments will have a break-clause at the end of RIBA Stage 3 and at the end of RIBA Stage 4. The break-clause may be operated should the anticipated funding not be	2/12/22

	at the end of Stage 3. Please could you clarify which is correct?	confirmed and the project cannot continue, or if the appointed consultant's performance falls short of expectations. It is the Council's hope that the break clauses will not need to be operated and that the appointments will run smoothly through all RIBA design stages.	
GHR10	Please can you clarify if the word count is for each section or each subsection? For example 3.0 Methodology Statement says 1500 words but there are 7 separate sections to answer?	The word limits are for each section and not sub-sections. We wish those tendering to make their answers as concise as possible.	2/12/22
GHR11	Page 3.4 in the method statements question refers to CDM Coordinator. Do you mean Principal Designer?	Yes, the role should be described as CDM Principal Designer.	2/12/22
GHR12	There are a number of other development/project costs listed on the appended cost plan as being TBC and which appear to be excluded from the project budget. Please could you clarify this is correct.	This is correct there are items of works that have to be included within the overall project budget but will be commissioned direct by the client and not included in the contract sum. This has been further reviewed since issue of the QS tender ITT and we would advise that further items have been omitted from the contract works and will be procured direct by the client reducing the current contract sum on which fee tenders should be based to £2.482m	2/12/22
GHR13	Please could you clarify the scope of the requirements for the 10-year management and maintenance costs, where responsibility for this will lie between the cost consultant and the other project team members?	The design team lead will produce a schedule of anticipated long-term cyclical maintenance activities such as re-roofing, renewal of decorations, replacement of services plant etc. The cost consultant will be required to allocated indicative costs on a present cost basis to the schedule so that an amortised annual equivalent maintenance cost covering the first ten years following contract	2/12/22

		completion can be calculated for the Council to use in its business planning for the project.	