



Morecambe Winter Gardens:

Main Works Contractor Selection Questionnaire

People's Palace Project: Morecambe Winter
Gardens

Client: Morecambe Winter Gardens Preservation
Trust



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WINTER GARDENS

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1. Purpose of this Document

This document is intended to facilitate the identification and shortlisting of potential contractors for the People's Palace Project at Morecambe Winter Gardens. The project will be funded by Arts Council England (through the Cultural Development Fund) and the Department for Levelling Up, Housing and Communities (via the UK Shared Prosperity Fund). The primary goal is to shortlist suppliers for a single-stage tender invitation to act as the Main Contractor for various refurbishment and new build extension works at Morecambe Winter Gardens, a Grade II* listed building. These works include mechanical, electrical, and plumbing upgrades, fire safety enhancements, the construction of a new extension, and structural improvements.

2. The Project

2.1. Background:

Morecambe Winter Gardens stands as a Grade II*listed Victorian theatre of national significance, boasting a rich history in music, entertainment, and the broader performing arts. Once the heart of the town's tourism and leisure offerings, it continues to symbolise local pride and resilience, signalling the untapped potential in Morecambe for the future.

Morecambe Winter Gardens Preservation Trust is answering the call of cultural delivery, represented in the venue successfully hosting various events, including music performances by Hawkwind and the Levellers, pantomimes, comedy shows, and spoken word events. However, constraints related to fire safety, toilet facilities, and other factors limit the current event capacity to around 970 attendees, well below its original 2,500-person capacity.

Despite its cultural significance, significant hurdles persist in restoring Morecambe Winter Gardens to its former glory. It was listed as Priority C on the Heritage at Risk Register, indicating a state of slow decay without an agreed-upon solution. The Winter Gardens Preservation Trust has successfully secured over £1.4 million in investment through fundraising and grants, leading to essential improvements such as a new heating system, plaster repairs, roof repairs, and overall enhancements to health and safety.

2.2. Client:

Since 2019, under new governance and with a new board of Trustees chaired by Professor Vanessa Toulmin, the MWGPT has implemented robust governance and management systems. This period has seen the organisation attract more than 41,000 visitors annually through guided tours conducted by dedicated volunteers.

Morecambe Winter Gardens also benefits from an exceptionally dedicated volunteer team, who have been recognised with the King's Award for Voluntary Service in response to their exceptional dedication to the Morecambe Winter Gardens.

2.3. Project Summary:

The People's Palace project seeks to restore the Grade II*-listed Victorian theatre, a site of national significance, to its former glory. The project, spanning from 2023 to 2025, aiming to modernise Morecambe Winter Gardens as a compliant music and theatre venue for the future.

Despite successfully hosting various events, including music performances and comedy shows, challenges persist, such as limited event capacity, fire safety concerns, and outdated facilities. The restoration intends to transform Morecambe Winter Gardens into a cultural hub, contributing to the town's regeneration while overcoming existing challenges for a sustainable and impactful future.

To address these challenges, the project encompasses fire safety enhancements, electrical system upgrades, necessary repairs, restoration of the first-floor circle, and an extension to increase the addition of WC facilities. Later phases, (currently unfunded) will focus on restoring the upper circle on the second floor. Funding primarily comes from the Cultural Development Fund, supplemented by minor contributions from the UK Shared Prosperity Fund, MWG revenue, and donations/crowdfunding.

2.4. Current Scope:

A full scope of works is contained in the Morecambe Winter Gardens Stage 3 Report. A summary breakdown is provided below:

Internal Works:

Windows and Stage Door:

- Replacement of rear windows with like-for-like modern replacement inc. profile, reveals and beading & ironmongery to match existing as much as possible.
- Replacement of stage door.

General Works:

- Reinstatement of approximately 450 seats to the circle (first floor seating), of which 6 will be accessible.
- A platform lift will be installed on the east side of the circle.
- Refurbishment of Bar 2

Fire Safety Works:

- Auditorium staircases will be renovated to ensure that they are sufficient for improved capacity both in terms of structural capacity and appropriate as a fire escape route including fire-rated walls.
- Addition of permanent fire doors to fire escape routes.
- Fire safety improvements, where identified by the fire engineers, including necessary compartmentation where required.
- Widening fire exits.

Mechanical, Electrical & Plumbing:

- A full refurbishment of all electrical systems.
- Additional services infrastructure to be established for the wider building.

Void (unfunded):

- An unforeseen issue was discovered after CDF funding was awarded: a void between the Winter Gardens and the adjacent building, which destabilizes the west wall supporting the western area of the circle.
- The MWGPT is currently seeking funding to enable the restoration and stabilisation of the wall. Depending on funding timelines, this work could potentially be included in the current project package.

New-build Extension:

- New build extension to the east of the building.
- Increase WC provision to enable 2100 building capacity (divided between ground and first floor).
- New elevator will enable accessible routes from ground to first floor and second floor.
- Steel frame
- Piled foundations.

3. Selection Questionnaire Outline

3.1. Requirements

The Morecambe Winter Gardens Preservation Trust (MWGPT) is seeking to appoint an experienced Main Contractor to deliver the main contract package for the Peoples Palace Project. The project is funded by the Cultural Development Fund (CDF) and the United Kingdom Shared Prosperity Fund (UKSPF).

3.2. Purpose of the Selection Questionnaire

The successful contractor is to be selected using a single-stage tendering process. SQ questionnaire in an editable format is to be obtained from Place Capital Group.

This SQ sets out the information which is required by Morecambe Winter Gardens Preservation Trust to assess the suitability of potential providers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the services required. The intention is to arrive at a short list of between four and six potential providers who will be supplied with full tender documentation and issued with an Invitation to Tender.

3.3. Instructions for Completion

Potential providers should follow the instructions outlined below when completing this SQ and should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the potential provider's organisation, this should be indicated, with an explanation. Questions should be answered in English, and within a 10-page limit for the submission excluding the financial account information. No additional documents or files will be accepted. The information supplied will be checked for completeness and compliance before responses are evaluated.

Responses will be evaluated in accordance with the procedures set out in [section 8 - Provider Selection](#). In the event that none of the responses are deemed satisfactory, the MWGPT reserves the right to terminate the procurement. Do not send any additional information to support this SQ unless requested. Any additional unsolicited information will be disregarded and will not form part of the assessment of the submitted SQs.

3.4. Submission of Completed Selection Questionnaires

All completed SQs must be submitted by the date specified via email to:

Jamie Pratt, Development Project Manager

jamie.pratt@placecapitalgroup.co.uk

Completed SQs may be submitted at any time before the closing date - ***please note that completed SQs received after the closing date will be rejected.***

3.5. Assessment of Selection Questionnaires

Returned SQs will be shortlisted against the criteria indicated on the questionnaire to invite between four and six contractors to submit a full tender, based on additional tender documents issued to them. Candidates will be informed if they are being invited to tender by email.

3.6. Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed lead organisation. Relevant information should also be provided (as indicated in the SQ). In respect of consortium members or sub-contractors who will play a significant role in the delivery of the requirements.

3.7. Queries About the Procurement

MWGPT will not enter into a detailed discussion of the requirements at this stage. If MWGPT considers any question or request for clarification to be of material significance, both the question and the response will be communicated to all potential providers who have responded; have expressed an interest; or that show an interest before the closing date for the submission of the SQ. All responses received and any communication from potential providers will be treated in confidence.

3.8. Provider Selection

The objective of the selection process is to assess the responses to the SQ and select potential providers to proceed to the next stage of the procurement.

The MWGPT may disqualify any potential providers who:

- Fails to comply with the requirements
- Does not provide a satisfactory response to any questions in the SQ
- Inadequately or incorrectly completes any question
- Submits its completed SQ after the deadline

The potential providers who comply with the above grounds shall be evaluated on the selection criteria listed below which takes into account the economic and financial standing and the technical or professional ability of the potential providers. A shortlist of potential providers will then be drawn up and they will be invited to tender.

3.9. Selection Questionnaire Criteria

Questionnaires will in the first instance be reviewed for completeness and a satisfactory response to Sections A and B. The potential provider's technical capacity will then be assessed based on the responses in Sections C and D (questions 18 to 27) and provided with a score between 0 and 10. The score for each will then be multiplied by a weighting factor for each question as set out below to provide a total score out of 100. This score will then be used to grade the submitted SQs to shortlist between 4 and 6 potential suppliers who will be invited to submit tenders.

Question	Marks (A)	Weighting (B)	Total (A x B)
18		1	
19		4	
20		2	
21		3	
22		2	
23		2	
24		2	
25		2	

3.10. Scoring

Score	Scoring Principles
0	Rejected*: Either no answer is given or the Applicant's proposals in that area completely fail to meet requirements in the area being measured or do not answer the question raised.
1	Very Poor: Significantly fails to meet requirements in the area being measured so that there will be very poor delivery of the services/supplies.
2	Poor: Fails to meet requirements in the area being measured in nearly all aspects so that there will be poor delivery of the services/supplies.
3	Unsatisfactory: Meets requirements in the area being measured in some minor aspects but fails in the majority of aspects so that there will be unsatisfactory arrangements for the services/supplies.
4	Moderately Unsatisfactory: Meets requirements in the area being measured in some fundamental aspects but fails in the majority of aspects so that there will be only moderately satisfactory arrangements for the services/supplies.
5	Satisfactory: Meets requirements in the area being measured in the majority of aspects but fails in some fundamental aspects so that there will be only satisfactory arrangements for the services/supplies.
6	Reasonable: Meets requirements in the areas being measured in the majority of aspects but fails in some aspects so that the services/supplies will be delivered in a reasonable way that recognises the needs of stakeholders.
7	Good: Meets requirements and standards in the areas being measured well but not completely in some aspects but still so that the services/supplies will be delivered well and in a way that is reasonably responsive to the needs of stakeholders.
8	Very Good: Meets requirements in the area being measured well although not completely in one or two aspects but still so that the services/supplies will be delivered in a very good way that will be responsive to the needs of its stakeholders.
9	Nearly Outstanding: Meets most of requirements in the area being measured almost completely so that the services/supplies will be delivered in a nearly excellent way that will be responsive to the needs of stakeholders.
10	Outstanding: Meets all requirements in the area being measured in accordance with the tender and Contract Documents so that the services/supplies will be delivered in an excellent way that will be highly responsive to the needs of its stakeholders.

Any organisation that scores '0' for more than one question will be disqualified.

3.11. Tender Evaluation Criteria

Following the SQ stage, successful candidates will be invited to tender. The tenders will be weighted in the ratio 60:40 (quality: price), applied to the scores for the quality submission and the financial submission respectively. The quality element will be considered first and independently of the financial element. The tenderer with the highest aggregate score will be considered for the award.

Interviews may be undertaken during the ITT Stage and they will be assessed and the scores contribute to the final decision.

The assessors will keep in mind three key questions when reviewing submissions:

- **Confidence:** Does the proposed contractor give reassurance that they are likely to achieve the needs and objectives of the Brief?
- **Experience:** Do they have relevant experience in delivering similar projects?
- **Value:** Do the proposals provide the best value?

Decisions on the submitted tenders will be considered by the steering group made up of representatives of the Trust and its stakeholders.

The following weighting will be applied to both the written tender submission and any subsequent interview:

Criteria	Weighting (%)	Areas to be Addressed
Quality	60	Response to ITT requirements
Price	40	Price

3.12. Estimated Timescales for Delivery

Activity	Date
Notice Issued	09/08/2024
Deadline for submission of selection questionnaires	30/08/24
Shortlisting Process	30/08/24 – 20/09/24
Tender documents issued to shortlisted contractors	07/10/24
Deadline for tender documents to be returned by contractors	15/11/24
Evaluation of tender submissions	18/11/24 – 29/11/24
Interviews (if required)	02/12/24 – 05/12/24
Notification of award to successful contractor	06/12/24
Contract Award	06/12/24 – 20/12/24
Mobilisation	06/12/24 – 20/12/24
Construction period	06/01/25 – 13/10/25

For questions regarding the work then please contact:

Jamie Pratt, Development Project Manager

Email: Jamie.pratt@placecapitalgroup.co.uk

4. Selection Questionnaire Submission

PART A – GENERAL INFORMATION		
COMPANY INFORMATION		
1	Company Name	
2	Address	
3	Town / City	
4	Postcode	
5	Website	
6	The legal status of the potential provider e.g. sole trader, partnership, public limited company, private limited company, LLP or other.	
7	Date of Formation	
8	Registration number	
9	Registered VAT number	
10	If this is an application submitted as part of a consortium, please provide details of the other consortium members.	
THE MAIN CONTACT FOR THIS PROJECT		
11	Name	
12	Position	
13	Telephone Number	
14	Email address	
PART B – FINANCIAL AND LEGAL INFORMATION		
15	Annual turnover (£) for: <ul style="list-style-type: none"> • Latest year • One year previous • Two years previous Please include your last three years accounts (excluded from page limit)	
16	Level of the following held: <ul style="list-style-type: none"> • Employer's Liability insurance • Public Liability insurance • Professional Indemnity insurance 	
17	Has your organisation or any part of the consortium experienced any of the following in the last three years? If so please provide further information: <ul style="list-style-type: none"> • Suffered a deduction for liquidated and ascertained damages or any other penalties in respect of any contract within the last three years? • Had a contractual dispute which has resulted in adjudication, arbitration, litigation or legal proceedings in the last five years? • Had a contract not renewed for failure to perform to the terms of a contract within the last five years? 	

	<ul style="list-style-type: none"> Had a contract ended early by mutual agreement following allegations of default on the organisation's part or for any other reason within the last five years? <p>(or any staff within your organisation) Committed a criminal offence relating to the conduct of a business or profession or any offence of dishonesty?</p>
PART C – BUSINESS OPERATION AND QUALITY STANDARDS	
18	Brief Description of the organisation's primary business and services (no more than 500 words).
PART D – SUITABILITY FOR THIS PIECE OF WORK	
19	<p>Provide a list of the three contracts/ project case studies most relevant to the Peoples Palace Project, including historic building restoration and projects with new build elements or extension (namely projects involving a Grade II* Listed Buildings), undertaken in the last 5 years, including a brief description of the works, value, client and architects.</p> <p>Provide contact names and address/telephone numbers of client referees in respect of the three contracts listed.</p>
20	Provide a list of all £1m - £5m construction value heritage projects undertaken in the last 5 years.
21	Provide a list of all recent heritage projects which have engaged specialist subcontractors and have involved Listed Building Consent conditions and engagement with a Local Conservation Officer. Please provide brief details of the conservation works involved.
22	Provide details of the extent of directly employed skilled labour and traditional heritage skills labour force.
23	Briefly describe your approach to this project including working with the project managers and design team, approach to contract award and through delivery to completion. Include how you would support the team in a collaborative approach to risk and mitigation management.
24	Provide examples of previous relevant projects where the client has been a Charitable Trust and you have been involved with working and engaging with the local community.
25	Demonstration of Health and Safety Competence with CDM regulations. Provide brief details of relevant certificates, accreditations and protocols.

5. Declaration

E-DECLARATION

I declare that to the best of my knowledge, the answers submitted and information contained in this complete document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where the contracting authority can access this documentation via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Please confirm that you wish to register interest and apply to be considered for shortlisting to receive an Invitation to Tender documentation.

Signed	
Print Name	
Title	
Company Name	
Date	

6. Project Funders

Arts Council England (ACE):

Cultural Development Fund (CDF)



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

Department for Levelling Up, Housing & Communities (DLUHC):

UK Shared Prosperity Fund (UKSPF)



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