Whitefriars gatehouse – coventry

Multi-disciplinary work package

**Whitefriars gatehouse**

**tender**

13th August 2021

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| **whitefriars gatehouse PROCUREMENT STRATEGY**  13th August 2021 | | |
| |  |  |  | | --- | --- | --- | | Prepared for | | | | Historic Coventry Trust,  16 Palmer House,  Palmer Lane,  Coventry,  CV1 1FN  Tel: 024 7527 0333 |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | Prepared by |  | Contact | | Ridge and Partners LLP, |  | Kevin Jackson | | 8th Floor, |  | Phone: 0151 236 094 | | Horton House, |  | Email: kevinjackson@ridge.co.uk | | Exchange Flags, |  |  | | Liverpool, |  | Stephen Pointon | | L2 3YL, |  | Phone: 07464 495306 | | Tel: 0151 236 0946 |  | Email: stephenpointon@ridge.co.uk | |  |  |  | | Version Control |  |  | | Issue Date | 13th August 2021 | | | Originator Initials | SP |  | | Checked Initials | KJ |  | | Version | 1 |  | | Notes |  |  | | | |
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# introduction to invitation to tender

## Introduction

Historic Coventry Trust are looking to procure a Multi-disciplinary design team (Architect, Structural Engineer, M&E) to undertake RIBA Stage 4 and then provide additional design and support through RIBA Stages 5 to 6 as required for Whitefriars Gatehouse. The works to the existing gatehouse will largely be traditional repairs, along with minimal interventions to allow conversion of the structure into 2 residences. The successful party will be responsible for developing the RIBA Stage 4 design and all tasks that come under that stage: submission of Building Regulations Application and obtaining Listed Building Consent. There is a potential for this appointment to be extended to cover the building of a L-shaped extension if the trust are successful in seeking additional funds from the UK Government’s “Levelling up Fund”.

## Background

Whitefriars Gatehouse has an extensive history not only in Coventry but nationally. The Gatehouse is a Grade II\* listed building located at 118 Much Park Street, Coventry. The 14th century sandstone structure originally served as the postern (outer) gatehouse to the Carmelite Whitefriars Monastery. It was later adapted into residential dwellings, then in the 1970’s it was adapted into a toy museum. The building has been listed and is thus considered to be of national as opposed to just regional or local significance. Its significance lies in its original use, and it represents survival of a medieval gatehouse structure associated with an urban friary.

The building was subsequently subject to an arson attack and restored by Coventry City Council. It has since stood unoccupied and has been subject to further deterioration.

## Project Scope

* Replacement of the Victorian sash windows in the western elevation with new leaded lights in metal frames, set in oak sub-frames
* Structural repairs to the underside of the passageway along with the introduction of sound proofing insulation
* Re-opening of the blocked doorway in the external east door to the northern side of the gatehouse
* Structural repairs to the intersections between the stone archway reveals to the east elevation, and the flanking brick walls either side of the passageway
* Replacement of the modern SW casement window in the east elevation with new metal casement window in oak frame
* Window and door opening in the north wall to be infilled with stud work, retaining the existing archaeology
* Formation of an opening within the timber wall between rooms F2 and F4
* Removal of modern stud partitions around the boiler and corridor to from bathrooms and hallways.
* Replacement if dilapidated dormer windows with new metal casements in oak frames, and new lead clad cheeks and roofs
* Introduction of two new conservation roof lights in the rear pitch
* Lining to one side of the central stud wall to create fire separation between the two residences

## Project progress

The project is currently at the end of RIBA stage 3. Below is a summary of progress to date;

* **Planning Permission and Listed Building Consent** – Expectation is to receive both planning permission and listed building consent within the next two weeks
* **Archaeology –** We are aware that an archaeological exercise will be needed but the date and time of this is not established. It is likely that such task will commence in RIBA Stage 4
* **Funding –** £180,000 Historic England (Repair work only) and £100,000 Architect Heritage Fund already secured and further funds are currently being sourced from the UK Governments “Levelling up Fund”
* **Building Regulations –** There has been no consultation with Building Control thus far

## Acceptance of tender

The invitation to tender is purely an invitation to tender, containing no contractual offer of any kind and the Employer is under no liability to the tendering Consultant in respect of any tender which may be submitted; the Employer does not bind himself to accept the lowest, or any tender, and reserves the right to accept a tender other than the lowest; the Employer will not be responsible for any costs involved in the preparation of a first stage tender submission.

## Period of validity of tenders

Tenders shall remain open for consideration for not less than eight weeks from the date set for their

receipt by the Employer.

## Outline Brief/Scope of Services

An outline brief / scope of services for the Architect can be seen in Appendix A

An outline brief / scope of services for the Structural Engineer can be seen in Appendix B

An outline brief / scope of services for the M&E can be seen in Appendix C

## General tender information

This Introduction is issued for the guidance of Tenderers and shall not form part of the contract. Failure to comply with these instructions may result in rejection of the tender.

Tenderers shall study the Tender Documents, visit the site and shall be deemed to have satisfied themselves on all matters affecting their Tender.

Tenders not received by the time specified may not be considered.

No unauthorised alteration or addition is to be made or qualification added to the Tender

Should any alterations or additions to the Tender Documents be deemed necessary during the Tender Period, these shall be notified in writing to the Tenderers and shall form part of the Tender Documents.

All expenses incurred in the preparation and submission of the Tender shall be borne by the Tenderer.

The Employer and/or the Employers Agent accept no responsibility for the arithmetical or other accuracy of Tender information including any formulas contained within spreadsheets provided in excel format.

# Project Procurement timelines

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Start Date | Finish Date | Duration |
| Issue tender docs | 13/08/2021 | 13/08/21 | 1 day |
| Tender period | 13/08/21 | 03/09/21 | 3 weeks |
| Tender review | 06/09/21 | 10/09/21 | 1 week |
| Consultant Appointments | 13/09/21 | 17/09/21 | 1 week |

# qualified tenders

Tenders must not be qualified and must be submitted strictly in accordance with the Tender Documents.Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification strictly in accordance with the Quotation Documents as issued (or subsequently amended by Historic Coventry Trust) will be accepted for consideration. Historic Coventry Trust’s decision on whether or not the Quotation is acceptable will be final and the Bidder concerned will not be consulted.

# Quotation submissions

Bidders are required to complete and return one copy of the items to be submitted (as per section 11) electronically via the Portal. The Quotation will only be considered if it is submitted in this way.

Any technical queries about the Portal itself should be directed to Contracts Finder using one of the following methods:-

To log a support call click on the following link:- <https://www.contractsfinder.service.gov.uk/Home/Contact> , ensuring you include a contact number and email address.

Bidders should upload their completed Quotation onto the Portal, no later than:

**8.00 PM ON MONDAY 3rd SEPTEMBER 2021**

The time set by the Portal clock shall be the official time used by Historic Coventry Trust to determine the closing time for submissions. Tenders submitted after the deadline specified above **will not** be accepted under any circumstance.

It is the Bidder’s responsibility to familiarise itself with how to use the Portal to submit its Quotation and to do this in sufficient time to ensure that it can complete its submission before the deadline. **The Bidder is to ensure that it allows adequate time to upload and submit its Quotation response via the Portal** and also that it is in possession of its username and password prior to submitting any Quotation. The Portal allows Bidders to view the documents that they have submitted at any time, which acts as a confirmation that the documents have been lodged. Historic Coventry Trust will not accept any claims from any Bidder on the basis that there was insufficient time to upload the documents.

An email confirming submission will be sent from the Portal to the e-mail address used by the Bidder to register on the Portal. This will include confirmation of the date and time of submission. Please retain this for your records.

The maximum size for uploaded documents is 100Mb. The system will also accept zipped or compressed files. Any number of files may be submitted providing that no individual one is larger than this. Please ensure that each document is clearly named with the name of your company and a title, which identifies what it is (ie. Smith PLC – SQ.doc, Smith PLC – appendix1.pdf). Please allow enough time for **all** lodgements to be made before the closing time. Files shall be in recognisable formats such as MS word, excel, project or pdf.

Signatures must be a wet ink signature which can then be scanned in and returned via the Portal.

# amendments to tenders prior to the due date

Should any alteration or addition to the Quotation Documents be deemed necessary by Historic Coventry Trust prior to the date for return of the Quotation it will be issued through the Portal in the form of a numbered addendum to all the Bidders.

No such issues will be made within **3 calendar days** prior to the date for return of Tenders or if an amended Quotation return date is notified, within **3 calendar days** prior to the amended date for return of the Quotation.

Any such alteration or addition issued during the Quotation period shall be recorded in the Bidder’s offer and included in the Quotation.

Bidders must not make any unauthorised alteration or addition to any Quotation Documents.

In the event that any discrepancies are discovered within the Quotation Documents, the Bidder should notify Historic Coventry Trust through the Portal.

# sufficiency and accuracy of quotation

Bidders will be deemed to have examined all the documents enclosed and by their own independent observations and enquires will be held to have fully informed themselves as to all matters relating to the scope of the Services to be carried out in their resulting Quotation submission.

Bidders are required to check the accuracy of their Quotation prior to submission thereof.

If Historic Coventry Trust suspects that there has been an error in pricing of the Form of Quotation and/or Pricing Schedules, Historic Coventry Trust reserves the right to seek such clarification as it considers necessary from the Bidder only.

Historic Coventry Trust reserves the right to disqualify incomplete or non-compliant Tenders.

Bidders must familiarise themselves with all regulations, bylaws, and all other factors that may affect their Quotation.

# incurred expenses

Historic Coventry Trust shall not be responsible for, or pay any losses or expenses which may be incurred by the Bidder in the preparation and submission of their Quotation, including (but not limited to) the attendance at any pre or post Quotation meetings, the delivery of any presentations by the Bidder to Historic Coventry Trust in relation to their proposal, site visits, other negotiations and where the Quotation has been abandoned by Historic Coventry Trust.

Historic Coventry Trust will not accept claims for additional charges relating to the Services made by the successful Bidder after acceptance of the Quotation if, in the reasonable opinion of Historic Coventry Trust, such additional charges should have been established by proper inspection of the Quotation Documents prior to bidding.

# Terms and conditions

The Conditions of Contract between Historic Coventry Trust and the successful Bidder will prescribe the terms and conditions under which the Services will be performed, and these Conditions accompany this ITT (Appendix G Form of Appointment).

# Evaluation of the quotation

This Evaluation section sets out the criteria that will be used to evaluate the Quotation submission. Bidders may be invited to attend clarification meetings with Historic Coventry Trust as part of the Quotation process. If this proves necessary bidders will be contacted and notified of the date, location and format of these meetings. It is in the sole and absolute discretion of Historic Coventry Trust in judging whether or not these clarifications and/or clarification meetings are necessary.

The scoring from the quality questions will be weighed against the fee proposal in a 50/50 split to ensure reasonable quality and cost of the project.

A scoring matrix has been established to display to the tenderers what Historic Coventry Trust expect in terms of the quality questions.

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| **Table B – Quality Scoring Matrix** | | |
| **Score** | **Acceptability** | **Bidder response demonstrates** |
| 0 | Unacceptable | The information is either omitted or fundamentally unacceptable. |
| 1 – 2 | Poor | The information submitted has insufficient evidence that the specified requirements can be met and/or does not demonstrate acceptable level of quality of the proposed quote. |
| 3 – 4 | Fair | The information submitted has some minor omissions against the specified requirements and/or demonstrates only limited level of quality of the proposed quote. |
| 5 – 6 | Satisfactory | The information submitted meets the requirements and/or demonstrates an adequate level of quality of the proposed quote. |
| 7 – 8 | Very Good | The information submitted provides good evidence that the specified requirements can be met and/or demonstrates a good level of quality of the proposed quote. |
| 9 – 10 | Outstanding | The information submitted provides strong evidence of best of sector capability to deliver the specified requirements. |

# Tender questions

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| --- | --- | --- | --- |
| **Table A – Quality Questions**  **Area of Evaluation** | **Raw Score** | **Weighting** | **Weighted Score** |
| 1. The project team must have relevant skills, qualifications and experience to meet the objectives of the project brief to ensure successful delivery of the design. Please demonstrate how your proposed team meet this requirement. Your response should include the following:   * The structure and composition of the team, clearly outlining the three disciplines for this project and the key personnel responsible for each, and how you will fulfil the roles and responsibilities required * CVs of the key project team members. The CVs must clearly highlight the skills and qualifications of each member; plus, areas of experience/ competence of each member relevant to this commission as outlined in the project brief. * Explain and illustrate your previous experience of delivering conservation projects in the heritage sector. How will your experience help you to deliver this project? |  | 6 |  |
| 2. Please provide a design programme for RIBA Stage 4 to ensure the successful delivery of the project within the timescales indicated. Include and highlight where additional surveys or input from external consultants/bodies/authorities may be required.  Please explain your programme in terms of the key issues, risks/ concerns that you foresee and what you might do to mitigate these. |  | 4 |  |

# tender submittal requirements

## Information to be provided with tender

* Design team CV’s
* 3 case studies from the past 5 years
* Completed form of tender
* A design programme
* Proposed fee split by discipline and RIBA stages 4-6

# aWARD OF CONTRACT AND APPOINTMENT

Historic Coventry Trust will award the contract based on evaluation of the submitted Quotation. It will take into account the most advantageous Quotation from a time, cost and quality point of view.

We will operate a threshold on the Quality responses, any submissions that achieve below 50% out of the available quality score available (for the avoidance of doubt 5 points out of the available 10 points) will be deemed to be non-compliant and will be eliminated from the quotation process.

# Tender queries

If any general enquires about this tender, please contact:

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| --- |
| Kevin Jackson |
| Phone: 0151 236 094 |
| Email: kevinjackson@ridge.co.uk |
|  |
| Stephen Pointon |
| Phone: 07464 495306 |
| Email: stephenpointon@ridge.co.uk |

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| --- | --- |
| form of tender Tender for: Whitefriars Gatehouse consultancy (PM, QS, PD, EA)  **To:** Historic Coventry Trust  16 Palmer House,  Palmer Lane,  Coventry,  CV1 1FN  **From:** …………………………………………….  …………………………………………….  …………………………………………….  …………………………………………….  …………………………………………….  We have examined the following documents:   * Drawing package * Master programme * Design and Access Statement * Scope of services (appendix)   We offer to carry out the of the **Services** described in accordance with the documents referred to above;  for the sum of £ …………………………………………………………………………………………….... (in words)  £ ……………………………………………..… (in figures) exclusive of any VAT chargeable  We undertake in the event of your acceptance to execute with you a formal contract embodying all the conditions and terms contained in this offer within 21 days of being required to do so by the Employer.  This tender remains open for acceptance for 90 days from the latest date fixed for the submission of tenders.  We confirm that this tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other tender.  Signed by or on behalf of : ……………………………………………………………………………………. Signature : …………………………………………………………………………………….  Position : …………………………………………………………………………………….  Date: ………………………………………….. 2021 |  |