

GOSFORTH PARISH COUNCIL

TENDER DOCUMENT

DETAILED DESIGN FOR GOSFORTH PUBLIC HALL REFURBISHMENT & EXTENSION

1. General Information

Gosforth Public Hall is a grade II* listed building, built in 1628 and extended in 1930. The building is held in trust by Gosforth Parish Council and managed by the Public Hall Council of Management (the committee) which is a registered charity.

The full address is Gosforth Public Hall, Whitecroft, Gosforth, Seascale Cumbria, CA20 1AS.

The refurbishment project covers the whole building.

An Options and Costings Appraisal has recently been completed. A design has been selected which includes refurbishment works, an alteration to the main hall and modernisation. The works include Civil, Mechanical and Electrical designs.

Pre-tender visits to Gosforth Public Hall will be welcomed and accommodated with 1 weeks notice.

2. Project Brief

Project Brief – Multi disciplined detailed design including documents to allow a Construction Contractor tender.

Gosforth Parish Council is seeking quotations and schedules for the following:

- Detailed design development
- Planning Applications including with the local authority and conservation officer.
- Building Control Application
- Construction Contractor Procurement

Deliverables will include:

- Detailed Civil, Mechanical and Electrical drawings that will be suitably detailed for a Construction Contractor to tender and deliver the Installation work.
- Produce 3d model images and photomontages as required to allow the options to be demonstrated and enable decision of the final detail.
- Facilitate and undertake meetings with hall users and stakeholders to capture the detail options and final decisions.
- Lead a public consultation/engagement day supported by the Public Hall Committee.
- Technical specifications that may be required to allow for a Construction Contractor to tender and deliver the Installation work.
- Method delivery documents that may be required to allow for a Construction Contractor to tender and deliver the Installation work.
- Produce a plan for phasing the project to minimize closures.
- Produce a next phase summary document including a detailed schedule and estimate for the next phase, Construction. This also to include an assumptions, exclusions and dependencies document.

3. Detailed Information

The following detailed reports can be found on the Gosforth Parish Council website using the link below:

[Public Hall Refurbishment Project – Gosforth Parish Council \(gosforthpc.org.uk\)](http://gosforthpc.org.uk)

- Options and Costings Appraisals
- Building Condition Report – Appendix A1, Appendix A2
- Mechanical and Electrical Report – Appendix B
- Remedial Works Cost Breakdown – Appendix C
- Refurbishment and Extension Cost Breakdown – Appendix D
- Concept Design

4. Milestones

- Task start date – 1 month from receipt of the order from Gosforth Parish Council
- Building Application period 10 weeks
- Development of design 6 weeks
- Building Control period 5 weeks
- Finalisation of design to allow issue to Construction Contractor 2 weeks.
- Detailed design completed within 6 calendar months.

5. Quotations

All pricing should be exclusive of VAT and in GBP (£).

Pricing is to be valid for 90 days from the due date of the response.

Prices will be fixed and firm for the duration of the contract.

6. Non-Consideration of a Tender Response

The Council reserves the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than 'appropriate' contact made to the individual named within this document for the purposes of clarifying the requirements or raising any questions may be considered a breach in the procurement process.

Note: If prices quoted increase after the tender submission and prior to the contract being awarded, the Council has the right to re-evaluate the submissions or re-tender the project.

7. Timetable for Project

Closing date for tenders **Friday 19th January 2024**. Late submissions will be disregarded.

8. Scoring Criteria

8.1 Scoring Table

Design Experience and strategic phasing (see notes below) – 70%

Presentation and Quotation – 20%:

Environmental Considerations – 10%: An environmental policy in place and/or a description of the proposed method of travel to the site including distances.

8.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

9-10 Superior: Exceptional demonstration of the relevant ability, understanding, experience, skills, resources, & quality measures required to meet the projects aims or requirements. Response highly relevant with comparable contract value.

7-8 Good: A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies.

5-6 Adequate: Reasonable achievement of the requirements specified in the tender offer and presentation for that criterion. Some errors, risks, weaknesses, or omissions which can be corrected/overcome with minimum effort.

3-4 Below Expectations: Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses, or omissions which are possible but difficult to correct/overcome and make acceptable.

0-2 Poor: Limited or no response provided or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

9. Procurement Process

The Procurement Process will be conducted in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the most advantageous tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Parish Council has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers.

9.1 Tender appraisal

Gosforth Parish Council are seeking 3 tenders to allow the appropriate competition by the commercial markets.

9.2 Site Visits

Pre-tender visits to Gosforth Public Hall will be welcomed and accommodated with 1 weeks notice.

9.3 Questions and Clarification

Questions should be emailed to the Parish Council, not by phone or in person.

9.4 Notice of Intent to Bid

Gosforth Parish Council request that you confirm your intention to tender within 2 weeks of the letter date.

10. Named Contact for the Project

The named contact for the project will be the Parish Clerk.

Contact name: **Jacqueline Williams**

Email: gosforth.parish2@outlook.com

11. Supplier Submission Instructions

Both electronic and hard copies of your quotation should be sent to Parish Clerk using the email address given above and by post to:

**Gosforth Parish Council,
2 Wells Cottages,
Ravenglass,
Cumbria CA18 1SP**

Please mark the envelope: **'Tender – Gosforth Public Hall Refurbishment'**

Tenders are **not** to be hand delivered by representatives of the tenderers and are to be sent in a plain envelope (**labelled as above**).