**Poringland community land – Tender**

Queries from Potential Bidders

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| Date Received | Query | Response |
| 11th November 2021 | We are keen to look to tender for the Community Amenity Land project at Poringland but are unable to locate the documentation confirming the details and how to tender | Document sent |
| 15th November 2021 | Can I confirm if the attached [ITT bid document] is the only bid document?Do we contact this email address [clerk@poringland-pc.gov.uk] for any queries / clarifications? Is a budget currently for the project on which to base our fees? | This was confirmedThis was confirmedWe don’t have a specific budget for this project, the cost will be what it will be to provide an amenity and recreation area for our parishioners, hence the reason we have prioritised quality of the application over the cost.  |
| 16th November 2021 | [Appendix A] Would we be able to pass this section if we demonstrated how our last year's loss was circumstantial, by providing further written information from our accountants? | We’d be happy for you to provide an explanation with supporting evidence of financial credibility. |
| 30th November 2021 | [Have] have been any tender clarifications issued that we need to be aware of?How its best to submit our tender – in the document it states via the portal, or email or post. Do you have a preference? | There have been no tender clarifications at all.My personal preference would be to receive the application by email – that way I have everything in one place an no one is relying on the post!I’ll acknowledge your submission when I’ve received it. |
| 1st December 2021 | The tender refers to appointing a single consultant with specialist reports commissioned from sub-contractors. Is the Parish Council happy to directly appoint the sub-contracts  - namely  - archaeology, transport, noise etc or is the expectation that the consultant appoints them? Usually we would help the client to define the brief for these elements, issue information to sub-contractors and assess the responses. The sub-contractors are then directly appointed to the client. It saves on a lot of admin, demonstrates best value and provides a direct contractual link between the client and that sub-contractor? On occasion we do ‘employ’ the subcontractors for the specialist report on behalf of the client but its not the norm. It looks like its linked to question 6 that talks about sub-contracting? Are you expecting to have costs for each specialist report included? Depending on the scheme some may or may not be required / so they are slightly undefined.  Can we submit a document in our own formatting for the quality questions – section 8? I didn’t see a schedule for the cost element – is there any particular way you would like that presented – or just split into lump sums for each RIBA Stage / so that it is clear and easy to understand?  | This is fine, we can directly appoint the sub-contracts.Please could you provide budgets for these reports and these can be adjusted as necessary following appointment.YesRIBA Stages |
| 3rd December 2021 | How can we best present our previous experience? Do you accept separate PDF/images? | Yes, we’d be happy to accept separate Pdfs or images.   |
| 6th December 2021 | Could you confirm the size of the proposed Pavilion?Can you also share the Capital cost for the project? | We haven’t yet defined the size of the pavilion and the capital cost will be determined by the final design as determined by the public consultation and the Parish Council’s final decision |
| 7th December 2021 | can you confirm how/where we should input our fee proposal? Should this be a separate document or under which section should we add our fee proposal?  | We’d be happy to take the fee proposal as a separate document, with the other information as supporting evidence. |