

## Invitation to Tender Document for Architectural Services: Mampitts Community Hub

**Issued by:** Shaftesbury Town Council (STC)

**Project Title:** Mampitts Community Hub – Construction & Landscaping

**Date Issued:** 18th December 2024

**Submission Deadline:** 31st January 2025

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### 1. Project Overview

The Mampitts Community Hub (the Hub) will serve as a key facility for the local community, offering indoor and outdoor spaces to enhance social interaction, recreation, and inclusivity. This Invitation to Tender invites **architectural practices** to provide detailed design and construction-stage support. The scope includes RIBA Stages 4 (Technical Design), 5 (Construction), and 6 (Handover).

STC has already procured, and owns a license for, a design concept that has been worked up by a previous architect to RIBA Stage 3. This design was used to gain planning and funding approval from Dorset Council (DC) for STC to deliver the Hub. STC owns the license for this design, and it is made freely available, in detail, for all tenderers to provide architectural services for its delivery. This is referred to as the Approved Design

Tenderers must submit a 'Base Case' tender to provide architectural services to deliver that Approved Design. This is detailed in Sections 2 to 6 below.

However, STC is also keen to receive alternative proposals that either optimise the approved design or constitute a new design, in order to fulfil STC's objectives for the Hub, and/or provide cost savings. Section 7 outlines how any alternative proposals will be considered.

The Mampitts Community Hub project is being funded by S106 Developer Contributions overseen by Dorset Council. The project is set with funding conditions and is in line with Dorset Council [S106 protocol](#) for community schemes.

STC's objectives for the Hub are:

- The café and facilities will support diversionary activity – young people and their hobbies and various child-orientated activities providing a feeling of community belonging.
- Keeping young people active and healthy – The café will offer teenage-orientated events on a regular basis. We do not envisage the café being licensed.
- The café operation will offer training and work opportunities for young people.
- The expectation is to outsource hospitality - supervised by a qualified café manager using a mix of professional staff and volunteers. This will provide a rental income for STC, help with the marketing of the facility, ensure a professional standard as well as the expertise needed to ensure a successful operation.
- The café and hub will provide a focus for the whole community with a community space suitable for family friendly events, for isolated people of all ages, for after school and

holiday clubs, arts and craft activities, coffee mornings, health and wellbeing and nature focused events.

- The community room will provide a flexible affordable space available for hire at subsidised rates for charities and voluntary groups and the general public. It will provide a training space and will be available for hire for businesses and public sector (two-tier hire rate).
- The first-floor space will primarily create a professional workspace. The expectation is to partner with a Social Enterprise which operates shared workspace (such as Forward Space) providing facilities for those currently working from home, wanting to collaborate, needing to expand or requiring a meeting space. This will provide a rental income for the building and contribution to operating costs as well as providing footfall for the café.

## **2. Scope of Work**

### **RIBA Stage 4 – Technical Design**

The appointed architect will:

- Develop technical specifications based on the Dorset Council approved planning documents.
- Provide technical design, building regulations submission, and administration of the building contract through to practical completion and handover.
- Produce a fully itemised Cost Plans for the Capital Works and production of relevant procurement documents.
- Coordinate with structural engineers, landscape architects, and contractors.
- Finalise material specifications and construction details once approved by Shaftesbury Town Council.

### **RIBA Stage 5 – Construction**

The appointed architect will:

- Provide support during the construction phase, including responding to RFIs, attending site meetings, and ensuring adherence to the approved designs.
- Work alongside a STC Project Manager to deliver the implementation of all building works, including service installations from initial concepts through to completion and handover
- Conduct site inspections to ensure quality control and adherence to the project timeline.
- Contract administration during RIBA 5 of the Capital Works Project up to completion and handover at RIBA Stage 6 (dependent on main works contract chosen as Contract type TBC).

### **RIBA Stage 6 – Handover and Close-Out**

The appointed architect will:

- Oversee project completion and snagging.
- Complete the cost management duties, including Valuations and Final Account.
- Ensure all deliverables (as-built drawings, manuals) are handed over to the client.
- Provide post-construction evaluation.

### Summary of key deliverables:

- Detailed technical drawings and specifications for all components.
- Construction-phase advice and quality assurance.
- Final certifications and project handover documentation.

### 3. Key Documents

Tenderers must submit a Base Case tender that for providing architectural services for delivering the Approved Design. Details of this design is included in the Appendix of this ITT, and in planning application P/FUL/2024/01856. List of Appendix documents:

- ❖ Doc #1: Site Plan
- ❖ Doc #2: Decision Notice
- ❖ Doc #3: Design Access and Planning Statement
- ❖ Doc #4: Elevations
- ❖ Doc #5: Elevations 2
- ❖ Doc #6: Ground Floor Plan
- ❖ Doc #7: First Floor Plan
- ❖ Doc #8: Roof Plan and Bin Store
- ❖ Doc #9: Proposed Renders 1 to 3
- ❖ Doc #10: Proposed Renders 4 to 6
- ❖ Doc #11: Landscape Plan A3
- ❖ Doc #12: Ecological Impact Assessment
- ❖ Doc #13: Biodiversity Net Gain assessment
- ❖ Doc #14: Proposed Habitats Plan
- ❖ Doc #15: Certificate of Approval Biodiversity Plan
- ❖ Doc #16: Arboricultural Impact Assessment

### 4. Submission Requirements

Architects are required to submit the following documentation. Mandatory requirements of the ITT, upon which STC will screen our non-compliant tenders, have been highlighted below as go/no-go criteria.

i. **Commercial proposal:**

- a. Provide a comprehensive breakdown of costs for each RIBA stage, including a table of inclusions and exclusions for each stage.
- b. Submit a rate card for any variation work that is excluded from the lump sums.
- c. Provide a total cost estimate for the delivery of the Approved Design, and if submitting one, the Alternative Proposal. This is the delivered cost, inclusive of estimates for construction and other services required to complete the project.

ii. **Experience and Portfolio:**

- a. Submit evidence of experience in delivering similar projects, such as a portfolio or case studies. Include details on the success or otherwise of the relevant projects.
- b. **Go/No-Go Criteria:** Verification that the firm's past projects demonstrate the capability to handle the current project's scope and complexity. That the architects proposed are chartered members of the RIBA

iii. **Key Personnel:**

- a. Include CVs of key personnel who will be assigned to the project.
  - b. **Go/No-Go Criteria:** That the assigned team has the necessary expertise and experience.
- iv. **Professional Indemnity Insurance:**
  - a. Confirm coverage of professional indemnity insurance.
  - b. **Go/No-Go Criteria:** That the insurance coverage meets the project's requirements and mitigates potential risks.
- v. **Local Architectural Characteristics:**
  - a. Provide a summary of the architectural characteristics of Shaftesbury, including East Shaftesbury, that will be reflected in the architect's work.
- vi. **Utilities and Subsurface Concerns:**
  - a. Identify any concerns regarding utilities and subsurface issues.
- vii. **Design Concept Challenges:**
  - a. Outline any challenges you foresee with developing and delivering the Approved Design.
  - b. **Go/No-Go Criteria:** That the tenderer has engaged critically with the Approved Design; anticipating and addressing any design challenges.

## 5. Evaluation Criteria

Submissions will be assessed based on the approved design (base case):

- Relevant experience and qualifications (25%)
- Quality of approach and methodology (25%)
- Fee proposal (30%)
- Evidence of effective project delivery (20%)

## 6. Project Timeline

- **Tender Issue Date:** 18th December 2024
- **Submission Deadline:** 31st January 2025
- **Contract Award:** 19th February 2025
- **Stage 4 Completion:** 18th May 2025 (note 12 weeks from appointment)
- **Tender issue Date for Construction:** 18<sup>th</sup> June 2025 (TBC)
- **Contract Award for Construction:** 20th August 2025
- **Construction starts:** 29th September 2025
- **Project Completion (Stages 5 & 6):** TBC, expectation Spring/Summer 2026

**Go/No-Go Criteria:** Tenderers to confirm they can meet these deadlines.

## 7. Alternative proposals

As described in Section 1, STC has been granted the S106 funding from DC to deliver the Approved Design.

The basis of DC's selection of STC to receive the S106 funding concerned its suitability as a deliverability partner and its established governance processes. DC's assessment was ambivalent as

to design, and DC noted that proposals had ‘varying degrees of strengths and weaknesses.’ Tenderers may wish to refer to the DC decision documents held on [its website](#).<sup>1</sup>

STC has determined as part of this ITT to seek proposals for Alternative Designs in addition to the Approved Design. Tenderers should be aware that STC’s ability to select an Alternative Design would be subject to planning permission, and re-approval of S106 fund allocation by DC.

Tenderers are reminded that they are being assessed primarily on their ability to deliver architectural services under a RIBA contract as described in this ITT. The submission of an Alternative Design will only be considered after the tenderer has satisfied the requirements of this ITT as described above.

If Tenderers submit an Alternative Design, they should clearly articulate the benefits of it from a cost and delivery benefit perspective, as well as highlighting any improvements in form and function of the delivered Hub.

- **Go/No-Go Criteria:** Ensure that the baseline requirements are fully met before considering alternative design proposals.

## 8. Submission Instructions

Submissions should be emailed to [confidential@shaftesbury-tc.gov.uk](mailto:confidential@shaftesbury-tc.gov.uk). Hard copies (to supplement electronic submission) may be delivered to: Shaftesbury Town Council, Town Hall, High Street, Shaftesbury SP7 8LY marked ‘tender private and confidential.’

## 8. Queries

For any questions, please contact:

- **Town Clerk:** Brie Logan
- **Email:** [Office@Shaftesbury-tc.gov.uk](mailto:Office@Shaftesbury-tc.gov.uk)
- **Telephone:** 01747 859342

We look forward to receiving your proposal.

**Shaftesbury Town Council**

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<sup>1</sup> <https://moderngov.dorsetcouncil.gov.uk/ieDecisionDetails.aspx?ID=4183>