

HENLEY-ON-THAMES TOWN COUNCIL



CLARIFICATION RESPONSE

FOR

REQUEST FOR QUOTE

**ARCHITECTURE AND OVERSIGHT OF SUB
CONTRACT REPORTS**

MARCH 2022

Ref	Query	Response
1.	Is there a tender response form and price schedule?	No, there is no set form. This was an error in the earliest version of the RFQ
2.	What are the tender evaluation criteria?	The tender evaluation criteria have yet to be finalised by the Working Group. It is anticipated that the tender will be awarded on 60% quality and 40% price. However, it should be borne in mind that there is a maximum of £50,000 funding available for this tender.
3.	Is there a minimum level of PI Insurance required?	No
4.	Should CVs/Details of relevant experience be provided?	This would be helpful – see question 2 above
5.	How many meetings are envisaged and would these be in person or online?	The number of meetings is unknown. It is advised that parties should base the number of meetings allowed for on previous experience. The group will be open to meetings online, though it is likely that at least 3 in person meetings should be planned for.
6.	What is the interview process?	It is anticipated that the shortlisted parties will be invited to interview in April 2022. If necessary, a second interview may be requested.
7.	Has any initial work been done to test viability of 50 dwellings? Has any work been done to understand costs associated with the “diversion of a large number of utilities” given that this could determine viability from the outset?	Yes, a viability report on the site for 50 dwellings has been undertaken. The final version is awaited, but there is no reference in the draft to ‘costs associated with the diversion of a large number of utilities’. The concerns on viability for 50 dwellings revolve around the basement parking required and the amount of CIL payable.
8.	Will there be a requirement to engage with a pre-application meeting with the local planning authority?	It would be advisable to allow for this.
9.	Will there be a requirement to engage with local residents and stakeholders?	Meeting with stakeholders as part of the working group will be required.
10.	Should costs of reports be included?	Yes
11.	Are the skills to analyse and quantify the carbon footprint of each new dwelling required?	No
12.	What level of design is required?	As a minimum, sufficient to obtain outline planning permission.

13.	What is the Council's view on housing mix?	The Council will wish to adhere to the SODC requirement for 40% affordable housing, and flats were anticipated for the site due to the constraints. The Council is open to other suggestions – this could be clarified at interview.
14.	Will the sports clubhouse on Jubilee Park form part of the NDO?	Yes
15.	Will the design of pitches be required as part of the NDO?	This is desirable, but due to cost constraints, may not be possible. If the individual items are listed, the Council can finalise which are achievable within the funding constraints.
16.	Will the Council require a ground survey?	As question 15
17.	Are you requiring the reports and surveys to be carried out for both the housing site and the playing fields? 2 of each of these reports would be required:? Flood risk assessment Transport Statement Biodiversity survey/Protected species report Arboricultural survey	Yes, surveys are required for both sites. Given the proximity of the sites, it would be hoped that single reports could cover both.
18.	Is a SUDs and foul drainage plan required?	As question 15
19.	There is the potential for a lot of reports to support the masterplan, can you confirm if these additional reports will all be carried out as part of the funding award?	As question 15
20.	If the reports are to be included as part of the funding award, time will be required to gain competitive fee quotes from the relevant consultants, and in turn these fees will need to be considered along with the architectural fees. Is it possible to have an extension of time to prepare and submit a fee proposal? If the clarifications are circulated on Friday 11th March, and fee proposals are to be submitted on the 21st March, this is only 5 working days to gain all the relevant quotations from consultants, who will also need to visit the site.	The time constraints for this tender are acknowledged – this is related to the expiry of the funding opportunity at the end of March. It would be acceptable to receive tenders up to 5pm on Wednesday 23 March 2022.
21.	Is a topographical plan available?	File to be appended.

22.	When awarding the project would the relevant consultants carrying out the reports also be engaged?	The exact mechanism to be reviewed at interview stage.
23.	Are there any drainage plans for the site?	These will be searched for and sent on if available.
24.	Will the works be based on the RIBA standard Plan of works?	Yes
25.	Is the Deadline of responses (Monday 21st March 2022) the date for issuing the fee proposals?	Yes it was, though now moved out to Wednesday 23 March.
26.	Will any turnover thresholds be applied to submissions?	No
27.	Is there a shortlisting process and how many firms will be asked to attend interviews?	Yes, there will be a shortlisting process. The number of firms asked to attend interview will depend on the Working Group's assessment of the submissions received.
28.	If the scope includes "appointing" relevant specialists, will this require us to engage them as sub-consultants? Are we required to provide a bid with a fully developed understanding of requirements and also include fees for other specialists?	The preferred option would be that the architect engages specialists as sub-consultants, but this could be discussed at interview if problematic. A bid with fully developed understanding of requirements and fees for other specialists is required.
29.	Could you please confirm for which RIBA stages you are looking to engage the architects for the design of housing and the clubhouse?	The brief was not set out in terms of the RIBA stages, but looking at the definitions of the RIBA Plan of Work, it seems to mainly fall within stages 1 and 2.
30.	Could you please also provide an approximate programme that would allow us to work out the required staff resources and therefore our fee proposal?	There is no set date for the project currently, but work is anticipated to start in late April 2022. We would be guided by respondents on the elapsed time necessary to complete the tasks listed in the Request for Quotation.
31.	When do you anticipate that the revised Joint Henley and Harpsden Neighborhood Plan, which contains the revised dwelling number (increasing from 30 to 50 dwelling) will be adopted, or will / can the Neighbourhood Development Order (NDO) be submitted prior to this?	It is anticipated that the revised Joint Henley and Harpsden Neighbourhood Plan is likely to be adopted in summer 2022. The NDO can be submitted independently of this.
32.	Was an outline design produced in support of the increased number of dwellings, and if so what is the status of this design?	No

33.	What is the status of the sports field layout and changing facility plan included within the document? Would this form part of the brief or is this for information only?	The clubhouse/changing facility is part of the brief. The sports field layout, including provision of a new 3G pitch, is an optional extra. Please see answer to question 15 above.
34.	Will the design of the offsite accommodation for the Park Services team form part of our proposed services?	No
35.	With the Park Services team being relocated off site, will a smaller on site facility be required for the maintenance of the sports pitches	A storage shed for maintenance equipment adjacent to a new clubhouse would be desirable.
36.	With regards to other consultants, we believe that it may also be necessary to appoint the following: Planning Consultant – To advise on the most appropriate information to include within the NDO Drainage Consultant - To potentially produce a drainage strategy plan for the new sport pitches Flood Lighting – If the sports pitches are flood lit, specialist consultants may be required to advise on the design of this lighting and its effect on the local area and ecology	Support on the requirements for NDO submission should be provided by Locality, the Government’s neighbourhood planning support service. Please list other possible consultants as part of the tender submission.