

**Pioneer Place, Burnley**

Appointment of Cost Consultants to advise the Council during the development of the leisure-led mix use town centre scheme.

**Tender Brief**

Date of issue: 22nd May 2018

1. Purpose
   1. Burnley Council requires the support of an experienced cost consultant during the pre-development and delivery phase of a major new leisure and retail scheme.
2. Background
   1. The Curzon Street Development site is located within Burnley town centre at the northern edge of the primary shopping area, between Burnley Knowledge Quarter and the Charter Walk Shopping Centre. Located on the key gateway into the Town Centre, the site extends to 1.5ha and was previously occupied by the Co-Op (Pioneer) Supermarket which is now demolished. The site is currently used as a pay and display car park for 250 spaces.
   2. Following a successful OJEU procurement process, Burnley Council has agreed to appoint Maple Grove Developments to develop a leisure and retail scheme. The Pioneer Place scheme is to include:
   * a new 18,000 sqft cinema for the relocated Reel cinema;
   * 7 restaurant units totalling 28,800 sqft;
   * 3 retail units totalling 18,750 sqft;
   * a public plaza; and,
   * a 125 space car park
   1. In order to allow Reel to relocate, the Council has agreed to develop and provide them with a new cinema building at Pioneer Place, in exchange for their existing Manchester Road site just outside the town centre boundary. The Manchester Road site will be transferred to the Council once the new cinema has been completed and is operational. The Council will be taking ownership of the following at the Manchester Road site:
   * 27,700 sqft cinema unit with integrated (vacant) 1,580 sqft restaurant/ takeaway unit – this is to be redeveloped for a supermarket occupier;
   * Hollywood Star pub; and,
   * 290 space car park.
   1. Pioneer Place represents a major opportunity to grow Burnley Town Centre with a scheme that will complement the ongoing regeneration of the town. Redevelopment of Pioneer Place will supplement the existing thriving retail and service centre with a wider leisure, cultural and social experience during the day and into the evening that will underpin Burnley as an attractive place to live, work and visit. It is also key to the future development and growth of UCLan in the town, who see this development as essential in terms of providing a competitive student experience.
   2. Burnley Council and Maple Grove Developments are jointly working to finalise the development details, secure tenant pre-lets, obtain detailed planning approval and secure funding for the development before commencing construction works in 2020. Maple Grove is advised by Brady Chartered Surveyors, Trevor Dawson, JLL, SCp Highways Consultant, Booth King Partnership Ltd, Smith and Love and AEW Architects.
   3. Maple Grove Developments and Burnley Council are targeting March 2020 for construction works to commence on site, with Pioneer Place open September 2021 and the supermarket at Manchester Road trading by April 2022.
3. Scope of Services Required
   1. The appointed consultant will be required to carry out a number of services, including but not limited to:
   * General cost advice, and benchmarking, relating to the development including cost plan advice and discussion and agreement with Maple Grove Developments and their advisors regarding the appropriate items, rates and costs within cost plans and appraisals.
   * Helping define the project budget; checking developing designs against the project budget and assessing value for money – drawing on the expertise of an M&E Engineer and civil/structural engineer as and when required.
   * General advice regarding the proposed building contract for delivery of the development
   * Advice on sub-contractors tendering arrangements
   * Contribution to the value engineering process – drawing on the expertise of an M&E Engineer and civil/structural engineer as and when required.
   * Attendance at project meetings as and when required
   * If the development is successful in moving to the delivery phase, additional services will be required including inspections to assess valuation of works on site and issue of certificates for payment on behalf of the Council
4. Timescales
   1. The timescales for the appointment of an appropriate Consultant is shown below:

|  |  |
| --- | --- |
| **Milestone** | **Indicative Date** |
| Issue Invitation To Tender (ITT) | 22nd May |
| Form of Acknowledgement Returned | 12th June |
| ITT Clarification Questions Cut Off Date | 12th June |
| Deadline: Return of Completed ITT | 15th June |
| Post submission Clarification Meetings with Tenderers (if required)[[1]](#footnote-1) | 21st June |
| Evaluation of Tenders | 22nd June |
| Notification of result and appointment of successful firm | 22nd June |
| Inception Meeting | 29th June |
| Contract Implementation | 2nd July |

*Please note: dates set out in the table above are indicative only and may be subject to change. Any changes will be notified to all Tenderers.*

1. Estimate Value of Works
   1. Budgetary resources are limited and the Council is seeking good quality advice from appropriately experienced professionals at competitive rates. The Council anticipates that the contract value arising from this opportunity would be in the range of £25,000 - £35,000.
2. Project Team
   1. The Consultant will work closely with the Council’s professional project team, including:
   * Mick Cartledge, Chief Executive
   * Lukman Patel, Chief Operating Officer
   * Kate Ingram, Strategic Head of Economy and Growth
   * Asad Mushtaq, Head of Finance and Property Management
   * Anthony Saulle, Development Team Leader
   * Sarah Heslop, Development Officer
   * Margaret Rutherford, Principal Development Surveyor
   * Howard Hamilton-Smith, Finance Manager
   1. Burnley Council is also advised by Lambert Smith Hampton and DAC Beachcroft.
3. Tender Response
   1. Consultants will need to demonstrate a proven track record in delivering high quality outputs on time, to budget and in accordance with client expectations. The Council requires the following elements, as a minimum, to comprise the tender response. Please present all information in a clear and concise manner:

**Insurance information**

Self-certification as to whether you already have or can commit to obtain the levels of insurance cover indicated below (please provide copies of certificates where possible):

* + Public Liability Insurance - £5m
  + Consultant Indemnity Insurance - £5m

**Conflict of Interest Statement**

* + Clear statement showing that your practice does not have any conflicts of interest.

**Accreditations**

* + Clear statement showing that you/r practice has appropriate RICS or other accreditation, providing copies as appropriate.

**Terms and Conditions**

* + Confirmation that you can comply with the Council’s Standard Terms and Conditions attached.

**Method Statements**

* + An interpretation of the brief and the requirements.
  + An outline of your proposed service.
  + The name, qualifications and relevant experience of the individual/s who will primarily undertake this work. Please also include the contact details for the project lead or key point of contact.
  + Two recent examples (within the last 5 years) of similar work, demonstrating competence in this area of work and positive outcomes for the client. Names and contact details of two referees should also be provided, please note that references will only be taken up for the preferred Tenderer.

**Fee Schedule**

* + A fully inclusive fee breakdown. A total all-inclusive fee for the work should be provided along with a breakdown of the costs for undertaking various elements of the work.
  + Day/hourly rates for each individual identified to complete the works as described should also be supplied.
  + All rates to be exclusive of VAT.
  1. In addition, the Council requires the following documents to be submitted (please refer to the ITT document):
  + Form of Tender
  + Certificate of Non-Collusion and Non-Canvassing
  + Certificate the Tender is Bona Fide

1. Evaluation Criteria
   1. Tenders will firstly be checked for compliance in relation to providing the required documents and information as stated within section 7.
   2. Tenders will be evaluated against quality (70%) and price (30%) criteria to establish the most advantageous tender. Please refer to Part 5 & 6 of the ITT document for full details concerning the tender evaluation.
   3. **Quality** is worth 70% of the overall evaluation score and will be evaluated through an analysis of the applicants responses to the Method Statements outlined in section 7 above. Scores will be attributed to these responses by the stakeholder evaluation panel based on the methodology given in table 1 below, and using the formula shown:

**Weighted Tender Quality Score =**

**(Score Awarded by Evaluation Panel / Max Score Available) x Weighted Percentage**

**Table 1 – Scoring Method**

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| **4** | **Excellent:** Response clearly meets all requirements. Clearly describes the bidder’s capabilities in delivering the requirements in scope; and demonstrates exceptional understanding. All information provided is consistent with all other areas of the tender response. |
| **3** | **Good:** Response clearly meets all requirements satisfactorily. Clearly describes the bidder’s capabilities in delivering the requirements in scope, and demonstrates understanding. All information provided is generally consistent with all other areas of the tender response. |
| **2** | **Satisfactory:** Response meets most requirements but is lacking or inconsistent in a few identifiable areas, leading to minor reservations. Describes the bidder’s capability in relation to the requirements, and demonstrates some understanding. Information provided is generally consistent with all other areas of the tender response. |
| **1** | **Weak:** Response meets some requirements but is lacking in several identifiable areas, leading to serious reservations. Provides little indication of the bidder’s capability of delivering the requirements; or only partially meets the requirements; and / or demonstrates partial understanding. Some information provided is inconsistent with other areas of the tender response. |
| **0** | **Poor/ Non-Compliant.** Has a number of deficiencies or concerns in certain areas where the lack of detail requires the evaluator to make assumptions, or no information is provided. Little or no description of the potential bidder’s capability of delivering the requirements is provided, leading to major reservations; or does not meet the requirement; and / or demonstrates no understanding. Information provided is inconsistent with other areas of the tender response. |

* 1. **Price** is worth 30% of the overall evaluation score and will be evaluated using the formula shown below:

**Weighted Tender Price Score =**

**(Lowest Tendered Price / Your Tender Price) x Weighted Percentage**

* 1. The following evaluation approach (Table 2) will be applied to the tender response, assessments made from interviews with the Tenderers and to any relevant visits of the Tenderer’s Premises as is appropriate. The tender with the highest overall score will be determined as the most economically advantageous tender and will be awarded the contract.

**Table 2 – Weighting Criteria & Overall Evaluation Approach**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Sub-Criteria** | **Demonstrated by** | **Weighting** |
| **Adequate Insurance Cover** | | Self-certification as to whether you already have or can commit to obtain the required insurance. | **Pass/Fail** |
| **No conflict of interest declared** | | Self-certification as to whether you/r practice has any conflicts of interest. | **Pass/Fail** |
| **RICS or equivalent accreditation** | | Self-certification as to whether you/r practice has appropriate accreditation. | **Pass/Fail** |
| **Terms and Conditions** | | Confirmation that you can comply with the Council’s Standard Terms and Conditions | **Pass/Fail** |
| **Quality** | Interpretation of the Brief | Understanding of the project and the requirements; role of independent cost consultants in a collaborative approach to the project. | **15** |
| Methodology proposed | A clear overall approach to the work and proposed services outlined for completing each section of the brief. | **20** |
| Identified team / staff | Suitably qualified staff identified with relevant experience of undertaking this type of work. | **20** |
| Past Experience | Relevant experience of undertaking this type of work. | **15** |
| **Price** | Fees and Rates | | **30** |
| **References\*** | | | **Pass/Fail** |
| **Total Score Available** | | | **100** |

\*References will only be taken up for the preferred Tenderer. References will be subject to a Pass/Fail assessment and in the case of inadequate references being supplied, the Council will take up references for the next highest scoring Tenderer.

1. Instructions for tendering
   1. In the first instance, please acknowledge receipt of the Tender Brief and Invitation to Tender (ITT) documents and confirm that you intend to submit a tender by **15:00 hours on 12th June 2018** on The Chest or using the ‘**Form of Acknowledgement**’ included at Appendix 1 in the ITT document.
   2. Please note that this Tender Brief is a summary version of the process by which the tender should be completed and submitted; please refer to the ITT document for comprehensive instructions.
   3. Tender responses should be submitted electronically via The Chest <https://www.the-chest.org.uk/> (registration is free).
   4. The last date and time by which the Tender submission should be returned to the Council is: **15:00 hours on 15th June 2018.**
2. Further Information
   1. Any questions concerning any aspect of this Tender Brief, ITT Document or the tender process should be directed in writing to: Anthony Saulle, Development Team Leader [asaulle@burnley.gov.uk](mailto:asaulle@burnley.gov.uk)

1. Once tenders and supporting information is submitted, the Council may wish to hold meetings, site visits and / or interviews with any or all of the Tenderers as it considers appropriate to clarify any aspect of the Tender. [↑](#footnote-ref-1)