**Clarification Questions & Answers v3 – 27/07/2023**

* Where can I find more information?

*All information is published as part of the contract notice (i.e. the notice itself, the instructions to bidders document, and the selection questionnaire document which needs to be completed and returned to us) at* [*Architect Partner - Public Space Programme - The National Archives - Contracts Finder*](https://www.contractsfinder.service.gov.uk/Notice/0388855e-f2bc-4514-ba7f-e363b9d76cc1) *If you have any specific clarification questions, or require any further information, please submit these requests to* [*procurement@nationalarchives.gov.uk*](mailto:procurement@nationalarchives.gov.uk)

* What are the scoring criteria?

*The scoring criteria is specified in the ‘Instructions to Bidders’ document.*

* Is the £2m maximum contract value the expenditure for architectural services or a total contract value for the works?

*The £2m figure is the maximum amount we envisage spending on architect fees over the duration of the contract – it’s not the total value of works. The scale of projects we deliver vary, but typically have total values anywhere between circa £50K to circa £1million.*

* What types of contract examples do you want to see?

*In terms of the examples you supply, it would be helpful to see ones that:*

* *Have been delivered in the cultural sector;*
* *Have been delivered in public buildings;*
* *Are similar in value to the numbers specified above;*
* *Are similar in type to the projects/activities referred to in the ‘Description’ section of the contract notice (e.g. learning centres, exhibition galleries, working with clients to develop and deliver a building masterplan)*
* Do the contract examples need to be for completed projects?

*It is our preference for the examples given to be of completed projects.*

* Are Interpretation/Exhibition Designers required as part of the Architect’s team?

*This is not a core requirement, but would be a useful ‘nice to have’.*

* Please can you clarify the deliverables for the ITT submission if shortlisted?

*Stage 2 requirements will be detailed in the ITT once released. Submissions will be assessed in three categories – Quality, Price & Social Value.*

* Please can you confirm how many architecture teams will be shortlisted for the ITT stage?

*As specified in the contract notice, only those bidders who achieve a score of 4 or 5 for their response to Question Number 6.1 of the SQ will be invited to participate in the second stage of the procurement process. The number of potential suppliers shortlisted will therefore depend on the volume and quality of submissions received.*

* Are there any other clarifications that have been asked as part of this process that can kindly be shared?

*Anonymised questions and answers are published with the contract notice at -* [*Architect Partner - Public Space Programme - The National Archives - Contracts Finder*](https://www.contractsfinder.service.gov.uk/Notice/0388855e-f2bc-4514-ba7f-e363b9d76cc1)

* Please could you provide more clarity on the scope of the £2m contract (ie. is the contract requirements to provide design proposals for the public spaces, an engagement programme or other?)

*The £2m figure is the maximum amount we envisage spending on architect fees over the duration of the contract – it’s not the total value of works. The scale of projects we deliver varies, but typically have total values anywhere between circa £50K to circa £1million. Exactly what projects we deliver over the course of the contract will depend on budget availability. A flavour of what we envisage is described in the contract notice*.

* Please confirm the anticipated RIBA work stages for the contract

*RIBA stages 2-6*

* Are there any site plans or boundaries for the public spaces?

*Yes. These will be shared with shortlisted bidders as part of the second stage of the procurement process. As the documents are sensitive, recipients will be required to sign an NDA before receiving them.*

* Please confirm if the public spaces are internal or external

*The scope of our masterplan is all publicly accessible areas on our site, both internal and external.*

* What relationship would the selected team have to HTP and AOC architects?

*AOC are our current masterplan/public pace programme architect. Our contract with them expires shortly, and this procurement is to put in place a replacement contract for those services. HTP are our contracted supplier for technical (think back office) architect services, rather than masterplan/design-led architect services. We see these as two separate disciplines (hence separate contracts) and envisage any relationship between the two being relatively limited.*

* Please can you provide timelines and information on the deliverables / expectations for stage 2 of the competitive procedure

*We anticipate shortlisting suppliers for stage two of the procurement process by the end of August, with an ITT being issued to those shortlisted suppliers at the beginning of September. We expect to make a contract award decision at the end of October, with the contract commencing in November.*

* We note that the required PI insurance is at £5m. We would like to request that you consider revising this down to £2m, which we feel is commensurate with this commission's realisation as a series of incremental pieces of work as opposed to a single large project with a £2m fee.

*Re. the PI insurance point, at this stage we are only requesting that bidders confirm whether they already have, or could obtain, PI insurance cover at £5m. Exactly what level of cover will be needed in practice can be explored in stage 2 of the procurement process with those bidders who are shortlisted for that stage.*

* It is not clear which sub-consultant disciplines might be required (eg Structural/M&E Engineer/Lighting Designer) – should we assume these are appointed directly by the Client?

*Re. sub-consultant disciplines, which of these we may need will depend on the nature and scale of projects which we choose to pursue. We would definitely engage directly disciplines such as structural engineering and M&E. We may wish to engage other disciplines (e.g. specialist lighting, AV) through the appointed architect, and this is something we envisage exploring further with those bidders who are selected to participate in the second stage of the procurement process.*

* Is there a cut-off date for clarification questions?

*There is no formal cut-off date for clarification questions, but please note that any which come in very close to the SQ response submission deadline may not replied to in time. As such, we would encourage you to submit any questions you have soonest.*