



St Ives Town Council

St Ives Guildhall Renewal

Invitation to Tender: StIves-ITT-0006-22

Project Cost Consultancy & QS Services

St Ives Town Council

The Guildhall
Street An Pol
St Ives
Cornwall TR26 2DS

November 2022

Invitation to Tender for the Provision of Cost Consultancy Services St Ives Guildhall for St Ives Town Council



"Our vision is to re-position The Guildhall as a culturally significant venue, building on its heritage and working in partnership, to deliver a high quality, year-round programme that provides the broadest reach and appeal, giving improved access to all potential audiences".

1 Background

- 1.1 This document has been prepared in order to obtain tenders from professionally qualified consultancy for the provision of cost consultancy and quantity surveying services. The document has been issued by St Ives Town Council.

2 The Project

- 2.1 St Ives Guildhall was constructed in the late 1930's and although not listed is within the town's conservation area. The building houses a performance space originally designed as a dance hall but now used for a wider range of musical and performance events, fairs and exhibitions as well as theatre. In addition, the building provides civic offices for the Town Council including meeting rooms, the Lord Mayor's Parlour and staff office space and also has some space let out to commercial business. The building's original 1930's interior has been left largely unchanged and gives the Guildhall an interesting character. Its long community use means the Guildhall is an important part of the community fabric in St Ives, as well as an important component of its visitor offer. Local people have considerable affection for the Guildhall.
- 2.2 The building has been reasonably well-maintained but restrictions on the Council's capital spending means it has not been significantly upgraded to meet changes in contemporary audience requirements and expectations. The Council commissioned a feasibility study, cost plan and business plan completed early 2022 which highlight the options for improving the Guildhall's offer and the Council now wish to implement the principal

works proposed. The feasibility study is provided as part of the documentation for the project along with the current cost plan – see Appendices 1&2 respectively.

- 2.3 The Town Council is now in the final stages of securing substantial funding through the Town's Deal and anticipates a capital grant of approximately £3.2m. It is budgeting a project construction cost of £2.725m for the proposed works. The Council has no additional funds to contribute towards the project and so it is essential that the project is completed within the current budget parameters.

3 Professional Team

- 3.1 The Council is currently procuring a professional and design team to implement the project and has appointed Purcell as its project managers. It is currently procuring the services of a design team and through this documentation is seeking to obtain tenders for the cost consultancy and quantity surveying services for the project.

4 Delivery Programme

- 4.1 The grant funding being negotiated by the Council has time constraints within which the project must be delivered and all capital expenditure must be completed by the end of March 2026. It is currently anticipated the design team appointment will be in place by early 2023 and that the construction contract will commence on site following tenders in Autumn 2023 with completion of the main works by late 2024 followed by fitting out. A programme of measured and fabric condition surveys are also being procured.
- 4.2 As the Guildhall is an important revenue generator for the Council and plays an important role in the town's life, the Council wish to minimise the Guildhall's close down period, as far as is commensurate with a low-risk project approach.

5 Cost Consultancy Services

- 5.1 Alongside the design team which will include a specialist architect, structural engineer, services engineer, theatre technical specialist and CDM Principal Designer the Council now wish to commission the cost consultancy services for the Guildhall project to support the design team. Commissions for both design team and cost consultancy team will be for RIBA Workstages 1-6 but with break clauses after RIBA Stage 3 and RIBA Stage 4 should funding not be secured or the consultant's performance fall below the standards expected.
- 5.2 The appointment of the selected cost consultant will be on the basis of the current edition of the RICS Standard Form of Consultant's Appointment 2019 Edition
- 5.3 The cost consultancy team should tender on the basis of the provision of the services set out in the attached Schedule of Cost Consultancy Services (Appendix 3). The cost consultancy services should include all the necessary services and general obligations for the services listed in Para 5.4 below and set out in the attached schedule. In particular, in addition

to normal cost consultancy services the Council require the consultant to make adequate provision for;

- Working actively and iteratively with the client, project manager/lead consultant, design team and eventual contractor to ensure the project is delivered within the available budget through all RIBA workstages.
- Assisting and providing cost and financial information for the Council to use in drafting its submissions to the major funding agency and making regular grant claims and draw downs
- Assisting with the selection of contractors and the strategy for obtaining competitive bona fide tenders given the regional contracting constraints and context

5.4 Cost Consultancy General Obligations

5.4.1 The cost consultants general obligations in completing the commission will include;

- To take responsibility for managing the cost of the project throughout its duration as instructed by the client representative in consultation with the lead consultant
- Compare design solutions with the client objectives and suggest areas for discussion with the project design team and the client representative where value can be enhanced and unnecessary expenditure eliminated. Regularly visit the design team offices to review the design in progress and comment to the client representative and project team.
- Provide information to the lead consultant, design team and client representatives on a monthly basis identifying;
 - The updated cost plan and indicating the expected outturn cost of the project
 - The projected cash flow and actual expenditure.
 - Updates for the costed risk register

The purpose of the monthly reports is not to catalogue past achievements but to set future objectives and to assess and mitigate potential cost problems

- Operate quality management and change control procedures appropriate to the needs of the project
- Comply with the procedures and financial procedures of the Town Council and in accordance with the requirements of the principal funding agencies
- Attend and run Risk, Value Management and Engineering Workshops
- Assist the client representative and lead consultant with input into stage plans and defining the quantity surveying deliverables to be produced at the end of each project workstage

- To assist the lead consultant and client representative with the preparation of a project delivery plan at the outset and its regular subsequent review
- To lead with the updating of the costed risk register, its regular review and in defining and monitoring any mitigation action to reduce risks along with risk ownership
- Work closely with the design team to produce closely co-ordinated information both pre and post tender
- Manage the production of the defined quantity surveying outputs in accordance with the requirements of the commission and the project delivery plan
- Attend project team and design team meetings as required on a monthly basis during the main periods of contract activity
- Raise project issues as they arise with the lead consultant and the client representative and assist with the evaluation and resolution
- Input as necessary to the project programme
- Advise on procurement of the contract works
- Produce cost plans and reports in line with the New Rules of Measurement. Continuously check cost of design against cost plan and advise the lead consultant and client representative where the current cost plan may be exceeded and to put forward with the design team options for savings to be achieved within the approved cost plan
- Produce a project cash flow projection to be updated as required by the lead consultant and client representative.
- To produce bills of quantities for the proposed works or subject to the approval of the client an alternative pricing document suitable to minimise the risks of the contract for the works

5.4.2 At all stages the cost consultant will be expected to work closely with the design team and lead consultant.

6 TENDER REQUIREMENTS

- 6.1 The cost consultant is required to submit a tender for the design works from RIBA Stage 1 to RIBA Stage 6 inclusive for the St Ives Guildhall project based on the information provided and their site visit.
- 6.2 Separate appointments will be made for the design team, CDM Principal Designer and theatre technical consultants and any necessary archaeology and ecology and specialist surveys as outlined above
- 6.3 The cost consultant should tender on the basis of the following contractual arrangements for the construction;
- The consultant's fee tenders should be based on an anticipated construction cost of £2.725m excluding VAT but including contingency, a commencement on site in Autumn 2023 with completion by Winter 2024.
 - The construction contract will be a competitively tendered, traditional JCT form on contract with quantities, possibly with sectional completion. The contract will include for training requirements and volunteer and public engagement during the contract. Alternative forms of contract including design and build will be considered during the pre-tender design stages and the cost consultant will be required to advise on the most appropriate form of contract procurement
- 6.4 The cost consultant is required to submit a single lump sum fixed fee inclusive of all normal expenses for the commission based on the construction cost summary provided and the services required as set out in the Schedule of Design Services provided (Appendix 3). The fee should be broken down into RIBA Stages. The submission should confirm that the consultant team accepts that their fixed lump sum fee will only be reviewed following the completion of the RIBA Stage 3 work if the anticipated final account construction cost varies by more than 10% from the budget cost provided with this tender above or the programme varies by more than twelve months. Any review to the fixed lump sum fees will be in line with the tender expressed as a percentage of the budget costs.
- 6.5 The cost consultant is required to submit a resources schedule showing the contribution in time of each member of the cost consultancy team for each work stage along with the time charge rates the lump sum fees are based on and which will be used for any additional work instructed by the Council.
- 6.6 The cost consultancy appointment will be confirmed progressively by RIBA work stage, with the commission only progressing beyond each work stage with the selected consultant team subject to the availability of funding and the performance of the team on the previous phases of the commission. If the commission has to be terminated no further payment will be due to the selected consultant other than the fees due to the completion of that work stage.
- 6.7 The consultant team is required to submit a schedule of time charges to be applied to any additional work required by the Council. The schedule of

charges should remain valid for the duration of the contract period as outlined above plus a further 6 months. Expenses and administrative costs should be included within the time charge rates

6.8 The tendering cost consultancy practice should confirm and provide evidence of;

- Its professional indemnity, employers and public liability insurance in the sums of £2m, £5m & £10M respectively
- The last three years accounts
- Its quality assurance processes: for example ISO certification.

6.9 The tendering cost consultancy should confirm it has active policies and can provide documentation in evidence if requested as set out in the conditions of tender.

- Health & Safety
- Equality
- Modern Slavery

Confirmation should be provided that no prosecutions have been made against the practice under the legislation that currently applies.

6.10 The consultant tendering should make a submission which responds to the issues and evaluation criteria set out in Section 6: Evaluation below.

7 EVALUATION

7.1 Purpose

7.1.1 This section sets out the strategy which will be applied by the Council in the evaluation and scoring of the tender responses and subsequent award of the Contract for the appointment of a cost consultant for the upgrading of St Ives Guildhall. This process will also be used to form the basis of a robust audit trail to demonstrate that the assessment of tender responses is carried out objectively and in a transparent manner. The document also serves as a set of instructions to the evaluation team who will be evaluating the tender responses.

7.1.2 In carrying out the evaluation of tenders, the Council recognise that it must act in accordance with certain overriding principles of Public Contract Procurement law. The most important for current purposes being the principles of equality of treatment, objectivity, transparency and non-discrimination on grounds of nationality.

7.2 Tender return process and evaluation and scoring of quality

7.2.1 Stage 1 – Tender return. Tenders are to be submitted by e-mail to the address below by no later than 17.00hrs 9 December 2022.

Tenders should be submitted to tenders@stives-tc.gov.uk

Any tender response that is submitted after 17:00pm on the specified day will be rejected.

Tendering consultants must confirm by e-mail their intention to submit a bona-fide tender on the basis outlined in this ITT Brief by 9th of December November 2022. The email should be sent to tenders@stives-tc.gov.uk

7.2.2 All information relating to the single lump sum fixed fee (Section 6.4), schedule of resources and time charges (Section 6.5), Tender Forms and any other information relating to fees/charges should be provided alongside the form of tender and submitted with the quality submission documents.

7.2.3 **Stage 2 – Tender opening procedure.** Tenders will be opened in the presence of at least two authorised Town Council representatives and details of the tenders will be formally recorded on a Tender Opening Record Sheet which will be signed by those persons present at the opening of the tenders.

7.2.4 **Stage 3 – Individual evaluations.** Tender responses will then be issued to the tender evaluation panel for scoring. The panel will consist of a minimum of 3 evaluators with a maximum of 5. Tenders will be evaluated on the basis of a Quality: Price ratio of 50/50.

Each evaluator will complete the scoring sheets together with comments.

Each evaluator is expected to use judgement and discretion in reaching an overall balanced score for each question. The evaluator will be expected to be consistent in their marking and where possible provide a brief explanation of the score awarded in each case. The evaluator will review each question response and score using the rationale in the following table using the scores listed, i.e. 0, 20, 40, 60, 80, 100. Subdivided scores, i.e. scores such as 90, 70 etc. will not be used.

The scoring rationale is set out in Table 1.

Table 1: Scoring Rationale

Scoring table			
Capability	Response	Remark	Scores
Tenderer is likely to be able to meet the needs of the Council.	Response exceeds the anticipated answer and is completely convincing and relevant to the Project with substantiation from independent sources and references.	Absolute Confidence	100

	Response comprehensively answers the question and is convincing and relevant to the Project.	Confidence	80
Small risk that tenderer will not be able to meet the needs of the Council.	Response sufficiently answers the question without omission and is generally convincing and relevant to the Project.	Minor Concerns	60
Moderate risk the tenderer will not be able to meet the needs of the Council.	Response has minor omissions and is in part(s) unconvincing or irrelevant to the Project.	Moderate Concerns	40
Significant risk the tenderer will not be able to meet the needs of the Council.	Response has major omissions and is largely unconvincing or irrelevant to the Project.	Major Concerns	20
Tenderer will not be able to meet the needs of the Council.	No response or misleading response provided	Not Acceptable	0

The tendering consultants are asked to respond to the issues and questions set out in Table 2 below in submitting their tender and the weighting for each is indicated.

Table 2: Evaluation Questions/ Criteria and Weightings

Ref	Question	Weighting (%)
1.0	PROPOSED TEAM (Maximum 750 words plus CV's)	
1.1	Identify the proposed cost consultant team stating their roles and responsibilities, capabilities and place of work, through the respective stages of the project	10
1.2	Illustrate diagrammatically the cost consultant team structure proposed for the project. This should include all links in the line of management up to the Partner/ Director responsible for the project and their normal place of work.	2
1.3	Submit Curriculum Vitae for the proposed project cost consultancy team.	3

1.4	Give the names of two referees for the key personnel within the proposed project team, and confirm that they may be approached for a reference.	2
1.5	Describe the benefits that the key personnel, working as a team, will give to the project	2
2.0	RELEVANT EXPERIENCE (Maximum 2000 words)	
	<p>Please provide a summary of your relevant experience in the following areas with completed project examples. Please include contact details for a referee for each example given – at least one per project category.</p> <ul style="list-style-type: none"> i. Experience of working on a sensitive existing building of historic and community value ii. Experience of working on public buildings with an assembly and performance space provision including food and beverage outlets and specialist acoustic and stage equipment provision. iii. Experience of completing innovative new work and alterations in a historic or environmentally sensitive context iv. Experience of completing substantial capital projects for local/public sector clients v. Experience of completing major projects funded by external grant giving agencies. vi. Experience of working on projects in the region <p>Please describe how you would apply the experiences gained from the examples given to the delivery of this project and what benefits and value will accrue to the project and the delivery of the Council's objectives as a result of their application.</p>	20

3.0	METHOD STATEMENTS (Maximum 1500 words)	
3.1	Provide a detailed method statement as to how you would approach establishing the project budget and how you would manage costs within the agreed budget through all project stages.	12
3.2	Describe your full understanding of the Project, including highlighting procedures, major issues, constraints, risks etc., and demonstrate your full understanding of achieving the Client's objectives, etc.	12
3.3	Describe how you will interface with the Client and involve them in making balanced financial decisions	3

3.4	Describe your proposed method of working with the other design consultants and the CDM Co-ordinator.	5
3.5	Describe how you will ensure the contractor's compliance with the tender specification especially in regard to programme and cost control during the contract	5
3.6	Describe how your skills can add to the design team's process of developing the design in order to meet the Client's objectives when dealing with the following constraints and requirements: i) A project which contains heritage, cultural and public elements ii) An existing building with a character that must be maintained and enhanced iii) A project which is set in a sensitive and very restricted urban setting iv) Achieving high levels of sustainability v) A project funded by external funding agencies vi) Ensuring that the performance space fit-out elements are integrated into the overall project budget vii) A budget that cannot be exceeded viii) Zero defects	5
3.7	Provide a detailed method statement to clarify your role through the post contract phase and defects period.	5
4.0	EFFECTIVENESS OF THE DESIGN UPON COST (Maximum 750 words)	
4.1	What role can you play in ensuring that the design is delivered within the budgets available?	8

5.0	Social Value & Community Benefit (Maximum 750 words)	
5.1	Describe what contribution you can make during the commission to enhancing the social and community value of the Guildhall project	2
5.2	Describe what provisions might be incorporated in the contract preliminaries to ensure the contractor contributes to the social and community value of the project	2
5.3	How will you assist the design team in making balanced decisions on the implementation of sustainability and working towards net zero carbon in the delivery of the project in both capital and operational cost terms	3

7.2.4 Stage 4 – Moderation and Calculation of Total Weighted Quality Score. The evaluation panel will undertake the panel moderation in which each evaluator's score is compared with the scores of the other evaluators and a consensus view taken to agree the scores to be awarded. In the event

that a consensus cannot be reached, the Chair of the Facilities Committee will have the final decision.

The agreed score for each question will then be multiplied by the weighting applied to that question. The total of the weighting of the individual questions is 100.

The weighted totals for each question are then totalled and then multiplied by the overall quality weighting percentage **of 50%**. This total becomes the provisional Total Weighted Quality Score (TWQS) pending the interview stage. Any submission failing to reach a TWQS of 30% or more at this stage will be excluded.

7.2.5 Stage 5 – Interview. The three highest scoring tenderers may be invited to an interview/ presentation which will be attended by representatives from St Ives Town Council and the members of the evaluation panel. The purpose of the interview is for the tenderer to give a presentation of its response to the project including introducing the key personnel. There will also be a question/ answer session. Following the interview the evaluation panel will finalise the scoring and a final TWQS will be produced.

7.3 Details of fee to be submitted

Fees are to be tendered on the basis set out in Section 6 of this submission and are to be lump sum fixed fees. The fees are to be calculated on the basis of the construction cost summary provided and are to be submitted in accordance with Section 7.2.2 by the completion of the form of tender.

7.4 Evaluation and scoring of price

7.4.1 The price element of the tender will be assessed separately to the quality submission and will be scored as follows;

Lump sum fee submitted	30%
Hourly charge rates	10%
Resource Allocation	10%

7.4.2 The consultant is to confirm, when writing to indicate their acceptance of the invitation to tender (Para 7.2.1) and their receipt of the ITT document, their understanding of the fee evaluation methodology.

7.5 Financial assessment

7.5.1 The scores for the TWQS and TWPS will be added together in order to generate a Total Score.

The tenderer who generated the highest Total Score will be recommended for the award of the Competition for the Lot.

The foregoing assumes that each tenderer has submitted a fully compliant tender.

7.6 Notification of Unsuccessful Tenders

Unsuccessful tenderers will be notified and a standstill notice sent to individual tenderers to include information required by the Public Contract Regulations. Unsuccessful tenderers can request a debrief.

8 Tender Procedure

- 8.1 Following receipt of the tender documents those tendering for Guildhall cost consultancy commission are asked to confirm to the Council that they intend to submit a tender by the due date and indicate their understanding of the evaluation scoring of the financial element of the tender. Confirmation should be sent to the Council's dedicated tender e-mail address above by 28 November 2022
- 8.2 Consultants will have the opportunity of visiting site and should contact the project correspondent to arrange their visit. There will be only one opportunity to visit the site during the tender period. Site visits will take about 90 minutes and your party should be limited to two persons.
- 8.3 Tenders are to be submitted electronically to tenders@stives-tc.gov.uk
- Any tender response that is submitted after 17:00pm on the specified day will be rejected.
- Tenders should be submitted by e-mail with the subject line reading;
- Strictly Confidential – Project Cost Consultant Quote – St Ives Guildhall Renewal – (Your company name)
- Enquires relating to this ITT should be submitted by email only to the project development officer at tenders@stives-tc.gov.uk. Telephone enquiries will not be accepted.
- 8.4 Those wishing to visit the Guildhall prior to their tender should register their interest with the Council through Andy Golay on the above email address and further details will be provided.
- 8.5 Queries arising from this tender documentation should be submitted by email to the above address before 28 November 2022 and answers to all queries will be provided to all tendering consultants by 2 December 2022.
- 9.6 Consultants must complete the attached Tender Forms and sign and submit them in accordance with the instructions set out above.
- 8.7 Tenders sent by e-mail or submitted by any other means will not be accepted.
- 8.8 Following receipt of tenders the Council may hold clarification interviews not more than the three best scoring candidates during the week commencing 12th December 2022. The purpose of the interviews will be to verify the results of the scoring and to give the Council the opportunity to meet the proposed cost consultant team members.
- 8.9 The tender period date summary is as follows;
- | | |
|---|------------------|
| Tender Issue | 22 November 2022 |
| Confirmation of intent to submit tender | 28 November 2022 |
| Deadline for clarification questions | 28 November 2022 |
| Response to clarification questions | 2 December 2022 |

Tender Submissions
Interviews (if required)
Appointment

17.00pm 9 December 2022
w/c 12 December 2022
w/c 19 December 2022

- 8.10 All costs incurred in the preparation and submission of the cost consultants tender must be borne in full by the tendering consultant
- 8.11 We will look forward to receiving your tender and would like to thank you in advance for your efforts.