



RIDGE

INVITATION TO TENDER
ARCHITECT & PRINCIPAL DESIGNER
NEW SPORTS PAVILION
FOR SUTTON BRIDGE PARISH COUNCIL

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1. INTRODUCTION

Sutton Bridge Parish Council (SBPC), in the South Holland district of Lincolnshire, are in the early planning and design stages of a development to provide a new sports pavilion on the playing field on the Memorial Park in Sutton Bridge, PE12 9SA.

The client requires a quality building to provide excellent facilities for the local football club (SBUFC) and other groups that might be included in the future. The building should have minimal maintenance requirements and designed to be robust both internally and externally. Minimal running costs and demonstrating green credentials are very important to this development. The design should be such that future extension is possible should another sport be established.

SBPC New Pavilion Committee have collated an early wish list of deliverables for the design of the Pavilion which is attached in Section 3. This is to be taken into consideration by the tenderers, but will be subject to further development and refinement as the design process progresses. It is accepted that some of the listed items may conflict and that these issues would be resolved during the design development process.

A Project Manager, Ridge & Partners, has been appointed up to Stage 4 of the project including the management of the procurement of the design team.

The project will commence at RIBA Stage 1 and the following Invitation to Tender provides requirements for the services to be provided by the Consultant and the tender return information you are to provide to form your offer.

Please confirm your intention to submit a compliant tender by the deadline laid out in Section 2.0 Tender Programme by email to clerk@suttonbridge-pc.gov.uk Subject: Tender Return Confirmation – SBPC New Pavilion – Arch & PD.

2. TENDER PROGRAMME

This ITT will follow the below programme:

Stage	Date
Issue of ITT documentation via Contracts Finder Portal	10 August 2022
Deadline for confirmation of intention to bid	12 noon 26 August 2022
Deadline for submission of queries	12 noon 2 September 2022
Tender returns from Bidders	12 noon 9 September 2022
45 minute Interviews on Teams	6pm – 8pm 21 September 2022 6pm – 8pm 22 September 2022
Notification of successful bidder/unsuccessful bidders	28 September 2022
End of standstill period	21 days following notification of successful/unsuccessful bidders

Project Programmes:

The project programmes are subject to confirmation, but currently are as follows:

August 2022	Design Team procurement
October 2022	Design Team briefing Commence site investigations
November 2022	Feasibility Designs Stage 1 Report
December 2022	Concept designs Stage 2 Report

Procurement Route:

The Procurement Route is still to be confirmed, however it is anticipated that it will be JCT Design & Build on the basis of an early Stage 4 design. Bidders are to allow for this route within their ITT return. The Employer does not intend to novate the design team to the successful Contractor.

Scope of Service:

The tenders are to allow for providing Architectural Services in accordance with the RIBA Small Project Plan of Work up to and including the provision of a pack of design documentation to allow the project to be tendered, but excluding the tender process.

The tenderer is to allow for

- The obtaining of Full Planning Permission (excluding LA Planning Fees)
- Building Regulations submission
- Collation of Pre Construction information
- Provision of design solutions and options as appropriate to facilitate the client decision making process.
- Advising on additional design services required and at the appropriate time to maintain progress.
- Advising on additional surveys, studies etc required at the various RIBA stages.
- Landscape design services including the park layout and facilities
- Collation and submission of a design stage report at the end of each RIBA stage and presenting report to SBPC for review and approval.
- Provision of a tender pack including drawings, design schedules, specifications, and a schedule of works.

- Monthly meetings at the Curlew Centre, Sutton Bridge with the SBPC New Pavilion Committee (usually 6pm on a Tuesday)
- Attendance at one parish consultation meeting per RIBA stage (evening meeting at the Curlew Centre, Sutton Bridge)

Services to be provided by others:

- Specialist surveys and investigations (e.g FRA, archaeology, ground investigation, environmental, etc.)
- Civil & structural engineering design services
- MEP design services
- Estimating and cost management services

The tenderers are to allow for providing design information to support the above and for the incorporation of the results and designs of the above into the Architectural design as necessary.

The Architect is to undertake the role of Principal Designer under the CDM Regulations.

BIM will not be applicable to this project, but tenderers should allow for providing designs in both pdf and AutoCAD dwg format.

Tenderers are asked to identify as part of their tender, any service they consider has been omitted from the Scope in order to provide a comprehensive service.

Terms and Conditions:

The Terms and Conditions applicable to this project will be the JCT Consultancy Agreement (Public Sector) 2016 (CA 2016).

Tender Process:

Tenderers taking part in this process do so at their own cost. SBPC will not pay any expenses incurred in connection with the preparation and submission of the Tender. SBPC reserves the right not to appoint any party following this process and to seek further tenders. In responding to this ITT, the following should be submitted;

1. Your fixed lump sum fee split into stages as in Section 4.0 Fee Analysis. Fees are to include all disbursements, charges and expenses. A schedule of excluded cost should be provided if required.
2. A description and organogram of your proposed delivery team, identifying the role such team member would take in providing the services. Including from which geographical location they would work. (two page A4 maximum).
3. CVs for each member of your proposed team highlighting relevant experience and what added value they will bring to the commission. Provide confirmation of the availability of your proposed team should you be appointed. Confirm which staff are directly employed and which are agency/freelance/subcontractors. (one page A4 per CV)
4. Evidence of your insurances to meet the minimum limits of liability as follows:

	£
Public Liability	10,000,000
Employer's Liability	10,000,000
Professional Indemnity (including details of any lower inner limits)	5,000,000

5. Evidence of your competency to carry out the services described in accordance with the CDM Regulations.
6. Provide your policies and procedures for Quality, Environmental, H&S, Business Continuity, Equality and Diversity.

7. Any perceived omissions, caveats or exclusions from the Scope of Service.
8. Acceptance of the proposed Terms and Conditions.
9. A description and methodology of how your organisation proposes to deliver the projects, to include:
 - a) How will you ensure SBPC gets the best value from the development from a quality and cost perspective?
 - b) What would you consider the main risks to be in delivering this contract and how would you look to minimise these?
 - c) How you will manage and maintain the delivery to programme.
 - d) How you would propose to achieve a sustainable building for the future.(maximum two sides of A4 per section i.e. 8 sides total)
10. Provide two case studies to evidence your experience of successfully delivering similar projects (maximum two sides of A4 per case study)
11. A brief overview of your organisation, structure and history. (maximum two sides of A4)

Queries:

Queries relating to this ITT should be addressed by email to clerk@suttonbridge-pc.gov.uk by the deadline as laid in Section 2.0 Tender Programme, Subject: Tender Queries – SBPC New Pavilion. Queries and answers will be anonymised and circulated to all other parties invited to tender.

Submission of Tender:

Tenders should be submitted by email to clerk@suttonbridge-pc.gov.uk by the deadline as laid in Section 2.0 Tender Programme, Subject: Tender Return – SBPC New Pavilion. All attachments are required to be in pdf format.

Tender Evaluation:

Evaluation will be the most economically advantageous tender taking into account the above tender return requirements. SBPC reserve the right to exclude a tender return on the basis of unsatisfactory responses to the above tender requirements, notwithstanding whether or not the tender cost is the most favourable. Tenders will be evaluated by Ridge in conjunction with SBPC. Any evaluated fee that is less than 50% of the mean fee value of all other compliant tenders may be excluded from any further evaluation at the discretion of the assessment committee.

It is anticipated that there will be a shortlist of 2-4 tenderers invited to interview with members of SBPC Pavilion Committee before a final preferred tenderer is selected. The first selection process will be scored out of 80%. The interview scores will be added to the first round score to provide a maximum score of 100%.

Scoring Matrix:

Item	%age score
Tender Price (Item 1) The lowest price will score 40% with the higher tenderers scoring a reduced pro rata score down to 0% for a price that is double that of the lowest. (Please note the low cost adjustment detailed above)	40%
Organogram & CVs (Items 2 & 3)	10%
Insurances (Item 4)	PASS/FAIL
CDM Competency (Item 5)	PASS/FAIL
Policies & procedures (Item 6)	5%
Exclusions & Caveats (Item 7)	5%
Acceptance of T&Cs (Item 8)	PASS/FAIL
Methodology (Item 9)	10%
Case Studies (Item 10)	10%
Interview/Presentation	20%

3. SBPC NEW PAVILION COMMITTEE WISH LIST

NEW SPORTS PAVILION

COMMITTEE MEMBERS REQUIREMENTS LIST

RIDGE

APPEARANCE:	▪ Single storey.
	▪ Like the idea of the covered area with benches.
	▪ The Hethersett sports pavilion does seem similar to what we require.
CAFÉ:	▪ Required.
	▪ Required - sells basic refreshments to people and especially parents while watching their children on the to-be-installed new play equipment sited nearby.
	▪ Required - small café facilities overlooking children's area.
	▪ Required - would prefer it to sell more than just coffee and cake, option for cooking facilities for hot food (burgers etc).
CHANGING FACILITIES:	▪ 4nr changing rooms required.
	▪ We would require if possible 4 changing rooms each minimum 18 sq. meters and with shower room with 4 showerheads, wash hand basin and WC separate from showers.
	▪ Minimum of 2 changing rooms for match officials.
	▪ Match officials changing rooms minimum 6 sq. meters plus shower cubicle with 1 showerhead, wash hand basin and WC.
	▪ change 4-6 shower heads per unit to 4 only.
	▪ 4-6 shower heads per unit.
	▪ Accommodates all sports needing changing facilities.
COMMUNAL AREA:	▪ To be big enough to hold 30 people if needed.
	▪ An outdoor seating area sited such that people could sit and watch the sporting activities that take place in the park.
	▪ A small communal area for refreshments and committee meetings with attached kitchen.
	▪ Incorporate outdoor youth area when pavilion is closed.
DISABLED ACCESS:	▪ Disabled access required throughout the building.
GREEN/SUSTAINABLE:	▪ Some form of solar or turbine energy efficient electricity and heating in the building.
	▪ Agreed.
	▪ Agreed.
	▪ Agreed.
	▪ Solar panels on the roof would be a good idea, and possibly an asymmetrical roof could be considered so that more panels could be placed on the southern side.
	▪ Meets a modern green agenda.
	▪ Accommodate and charge electric vehicles.
KITCHEN:	▪ Electric vehicle charging could be housed behind the pavilion in a gated area between Curlew Centre and the new pavilion.
	▪ Area to be fitted out as a commercial kitchen not household i.e. if being used to sell food, drinks, etc.
	▪ Required.
	▪ A small communal area for refreshments and committee meetings with attached kitchen.
	▪ Looking at the requirements there does not seem to be mention that the kitchen should be at the front of the building with an external serving hatch to use on match/training days. Possibly also a serving hatch from kitchen to communal area.
MEETING ROOM:	▪ Required.
	▪ Required.
	▪ Required - would save us the exorbitant fees currently charged by the Curlew Centre.
	▪ Required.

NEW SPORTS PAVILION

COMMITTEE MEMBERS REQUIREMENTS LIST

RIDGE

SECURITY:	<ul style="list-style-type: none"> To be sited in a cost-effective position and not one which causes more “hidden spaces” for people to congregate away from view to behave in an anti-social way.
	<ul style="list-style-type: none"> Security and vandal proof.
	<ul style="list-style-type: none"> Secure facility for Parish Council documents and Office.
	<ul style="list-style-type: none"> We need to have discussions on whether we would retain the covered area as this would be accessible constantly, it could be argued that if youths are going to congregate anywhere this could be the preferable place, sheltered and away from the children’s play area, the building itself absorbing any produced noise to nearby neighbours.
	<ul style="list-style-type: none"> When the building is built it should incorporate anti vandal properties into it from the outset, e.g. steel shutters on the windows and doors, incorporated gutters and drain pies, and if the shelter is retained anti vandal benches and anti-graffiti walls.
	<ul style="list-style-type: none"> We could incorporate CCTV for not only us to monitor but also the police.
	<ul style="list-style-type: none"> Secure facility for Parish Council documents and Office. Secure facility for Parish Council documents and Office.
SPORT FACILITIES:	<ul style="list-style-type: none"> FA standard facilities.
	<ul style="list-style-type: none"> For every “locked” space provided for the use of the football club, there should be equal spaces for other sporting groups to encourage them to use the Pavilion.
	<ul style="list-style-type: none"> There should <u>not</u> be a locked space solely for the football club inside the building - outside only.
STORAGE:	<ul style="list-style-type: none"> Area to be big enough to incorporate full size goals and all equipment.
	<ul style="list-style-type: none"> Whole building needs to be flipped east to west so that the storage areas are nearest to the car park and to incorporate housing of our electric vehicle on that side.
	<ul style="list-style-type: none"> Function room could be made smaller to make the storage area larger.
	<ul style="list-style-type: none"> Whole building should <u>not</u> be flipped because the storage area for equipment needs to be furthest away from the car park entrance/play area for the security of the children etc.
	<ul style="list-style-type: none"> The storage area for goalposts, team shelters would need to be minimum 8.1 meters internal depth and 4m width with the internal height of minimum 2.5 meters. With an area rear of truck garage for marking machine and training equipment. With electric point to charge machine and water supply for filling and cleaning machine.
	<ul style="list-style-type: none"> Objection to the storage to the west side of the building as there should be a window looking out from the communal room to the west and south, overlooking the playground and pitch.
TOILETS:	<ul style="list-style-type: none"> Unless we are to take over the toilets in the Curlew Centre from SHDC, the Pavilion should be able to be opened in such a way that its toilets can be used by the public during the whole day.
	<ul style="list-style-type: none"> Outside accessible wc's not required as they are already available at the Curlew Centre.
	<ul style="list-style-type: none"> General toilet facilities including disabled outside of the changing rooms (double accessibility would be acceptable).
	<ul style="list-style-type: none"> Disabled/baby changing toilet area.
OTHER:	<ul style="list-style-type: none"> Personally, I would like to see a “Hall” which could be used as a Village/Community Hall as the Curlew Centre is not willing to fulfil this essential function but I realise that might be beyond our means, despite Cllr Brewis claiming that raising whatever funds we need would “... not be a problem...”.
	<ul style="list-style-type: none"> Would like the hall for hire for parish and community events.
	<ul style="list-style-type: none"> Overall it looks like a good starting point and I look forward to hearing others views on this building.
	<ul style="list-style-type: none"> Works with consideration of the Curlew Centre and its needs and facilities.

4. FEE ANALYSIS

DESCRIPTION	Fixed Lump Sum Fee excl VAT £
Stage 1	
Stage 2	
Stage 3	
Stage 4	
Other fees required by the tenderer and to be included in the scoring (tenderer to add as required):	
Disbursements, expenses etc	Inc
Total fee excl VAT	

Hourly Rates (not scored)	Per Hr £	Per Day £
Director/Partner		
Principal Architect		
Architect		
Architectural Technician		
Principal Designer		



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