

RADFORD HOUSE, RAMSGATE

TENDER QUERIES - ARCHITECT

ISSUE NR 2 - 06.09.2022



Ref	Clarification/Query	Response
1	We note the strong emphasis on design fees being fixed, whilst the budget and scope is not fixed. We cannot accept this level of risk. However we would be prepared to fix fee as long as value does not vary by, say +/- 15%? Is this acceptable to your client.	Consultants are to provide a fixed fee based on the currently proposed budget and then any necessary clarifications regarding variation of works value if they wish.
2	The project may now need to comply with 2022 Building Regulations – has any cost allowance been made for this, regarding energy, overheating, fire, etc?	All current legislation must be complied with within the budget
3	Please outline the current immediate repairs work required and whether this has been allowed for within the current budget.	Immediate repairs are now to be outside of this appointment
4	I can't seem to find anywhere on the documents on how to submit our bid. Please can you advise if this is to be sent to you via email?	All required documents are to be sent to dan@apcost.co.uk and cc andrew@apcost.co.uk
5	Should the submitted tender price exclude further investigations including (but not limited to) those recommended on p63 of the RFS condition survey report?	A new survey will be available at the time of the appointment. Please exclude further investigations
6	Have any of the listed further investigations in this report been carried out?	Some have but please exclude
7	Are drawings available in DWG format...what is their level of accuracy?	No and not known
8	Are separate appointments direct to the Council to be made for an MEP and structural engineer?	Yes
9	Will the architect be expected to lead the design team?	Design co-ordination to be lead by Architect and PD, general oversee of team by PM. I.e. progress meetings and minutes by PM. Architect to lead DTM's.
10	Should the architectural appointment include for carrying out the urgent repair? Is it envisaged that LBC will be needed for these works?	See item 3
11	Is the scope of the urgent works defined and specified? does this need to be reviewed and updated?	See item 3
12	Is there a cost plan for the project which is available for inspection?	No
13	What form of contract will be used for the appointment of the architect?	RTC have requested suggestions from relevant consultants.
14	Which members of the previous design team will be retained?	None, all of which are required to re-tender if they wish to be considered for the project.
15	What is the envisaged project programme?	Commencement of design works are TBC by availability of each tendering consultant as per the ITT, it is predicted commencement of works on site November 2023. All subject to receipt of availability and lead-in times. The Client is keen to save time where possible and would appreciate the input of consultants in order to achieve this.
16	Where should the final tender submission be sent to / uploaded to?	All required documents are to be sent to dan@apcost.co.uk and cc andrew@apcost.co.uk
17	Who are the incumbent design team?	Currently only consultant to be appointed is PM team, AP Cost Consultants
18	Should Principal Designer fees be included within our Architects fees?	Principal designer fees should not be included with Architect fees, please see the separate tender relating to the principal designer role which can be found on Contracts Finder. Any commercial benefit associated to the appointment of a company to oversee both PD and Architect roles, should be reflected within the submission of either tender.
19	Do you have a statement of significance or a condition report for the building already?	Please see additional attachment, Radford House condition survey as referenced in 'Counterculture' document. Please note, this document is to remain confidential.
20	Will all clarification questions and answers be circulated or will these be answered on an individual basis?	These are to be circulated to all tenderers
21	What stage of development is the Business Plan and when will this be made available? We note the instruction document outlines that this will 'inform the requirements of the design' so some clarification on this would be useful to outline our approach.	At the time of appointment there will be a first draft

22	We noted the proposals prepared by del Renzio and del Renzio appear very competent, will dR&dR be considered for this role? if not, can you provide any clarification as to why the client will not be continuing with dR&dR? We also noted the heritage statement prepared by Fiona Raley Architecture – will they continue on the design team (alongside Standard Heritage as historic building surveyor?) - a general summary of the current project team and roles would be very useful, similar to the table provided in the superseded counterculture feasibility study.	dR&dR are not currently appointed by the Client, however are able to tender for the Architect role should they wish. Currently the only members on the project team are AP Cost Consultants and Standard Heritage as Project Managers. All other roles are currently being tendered
23	Would RTC consider utilising the rear land for further development/external use?	Not part of this appointment
24	What site surveys and reports are currently in place? (e.g. structural, drainage/underground services CCTV, measured survey, geotechnical, ecology, asbestos) and what is the programme for the remedial work required?	Not currently available
25	When will the consultancy agreement in Appendix C be provided?	RTC have requested suggestions from relevant consultants.
26	What days/times are site visits being arranged? We would be keen to visit next week if possible.	Please contact dan@apcost.co.uk regarding site visits, these can be arranged anytime depending on availability
27	Please can you advise if you need copies of the insurance certificates to be included in the bid?	Copies are not a requirement, confirmation only.
28	Also, if a copy of our Professional Indemnity insurance certificate is required, pls can you advise the value?	Copy not required, please confirm the value you hold.
29	Do you also require copies of our last 3 years full accounts or just an extract to advise on our turnover?	Just confirmation will suffice, all answers are taken on a trust basis.
30	The document says: “the Client’s Project Manager, over the next month will be sourcing other design team members in association with this exciting scheme.” – Could you please clarify which design team members will make up the rest of the design team (i.e. Structural Engineer, M&E, Landscape?)	Architect, Structural and Civil Engineer, MEP consultant, Quantity Surveyor/Contract Administrator, Principal Designer and Building Control Inspector shall make up the project / design team.
31	We would be interested in visiting the site at some point next week. Could you please let us know the next steps to organise a site visit? Are there specific dates organised or is it on a case by case visit?	Please inform dan@apcost.co.uk as to when you wish to visit site, he shall try accommodate based upon availability
32	I have read the tender documentation, and I am encouraged to see that submissions from sole practitioners will be considered. In the submission requirements however we are required to give details of team members, number of employees and turnover. My practice is relatively new (2 years) and uses occasional temporary staff for larger projects - established but not permanent team members. As an architect with 20+ years experience including extensive conservation/heritage work would you think it worthwhile tendering on this basis?	Sole practitioner's are encouraged to tender and should refer to the ITT for requirements of submission and how submissions are evaluated.
33	If you do think it is worthwhile, could you please list the existing design team members (disciplines) that the architect is expected to work with?	Only existing members are APCC as PM, RTC are tendering for Architect, SE/CE, MEP consultant, QS/CA, PD and BC Inspector
34	Would it be possible to let us know if the bid is just for an architect or if we are able to team up with a heritage consultant as part of it?	The bid is just for the role as Architect on this project, we have a heritage consultant onboard within the PM team
35	Please can the number of RIBA stages covered by the HLF development grant be confirmed. We presume that it is a HLF Stage 1 grant but we do have experience of Stage 1 grants setting different goals/levels of design development, and therefore would like the scope of the grant to be clarified in relation to the RIBA work stages	Please see grant funding document for review. the funding above this amount will come from the Council. When the tenders are considered and the winning bid is approved, the council will approve payment at the same time; it will be recorded as a resolution in the council's minutes, and so an assurance to those companies that they will be paid!
36	Please can the current anticipated scope / extent of the 'urgent remedial works' be identified? We appreciate that by the nature of the work and the description provided in the brief the total scope may not be fully defined, however on the basis that a need for urgent remedial works has been identified some understanding of the scope of these works is understood?	See item 3
37	The tender documents do not mention the roles of contract administrator or principal designer. Whilst both these roles are often carried out by the architect we understand that these two roles are outside the scope of the architectural services for which a tender is required. Can you please confirm this?	Both of which are being tendered separately, please see Contract's finder for both tenders.
38	With regards to the pre-qualifications, point 4 notes: 'Please provide evidence of previous relevant heritage project experience'. Please may you confirm whether I can provide evidence of previous projects I have left on behalf of other practices in the past?	Yes, this is acceptable.
39	Can you confirm if Counterculture will remain on the design team and what their role will be going forwards?	Counter Culture have no current/ongoing role in this project. It could be that there's something in the future that they'll be interested in tendering for, and there's no reason not to work with them again, but there's nothing at the moment.
40	Can you confirm if the site includes the car park and 2 x storage outbuildings at the back of the site?	Yes, the site does include these areas and is therefore owned by RTC.
41	Will digital survey drawings be available for the building ?	No
42	Will the architect's planning drawings be available in digital CAD format ?	No

43	Will AutoCAD be the standard CAD software for use within the design team and will any consultant be appointed who is not able to exchange .dwg file format digital drawn information ?	We assume yes, this is to be confirmed following tender analysis and interviews.
44	Are there any Party Wall Act notifications required and will a Party Wall Surveyor be appointed ?	We don't anticipate the need for a party wall surveyor
45	Has an asbestos survey been carried out ? If so, will a copy be available before return of tenders ?	Survey to be completed in due course and will not be available prior to tendering, expected by time of appointment
46	The Consultant agreement Document APPENDIX C was not included in the project information download – will a copy be available before the tender return date ?	See item 25.
47	I assume two site visits per month and monthly project team meetings, is attendance at other meetings (client body ?) expected on a regular basis ?	Assumption is suitable for minimum of on site meetings, consultants are to suggest number of visits they see required for smooth running of the construction phase. We expect adhoc meetings on site when needed to answer design queries, to which the Client would not expect to pay extra.
48	Are tender submissions to be returned to dan@apcost.co.uk and will entirely digital submissions (PDF) be acceptable?	Correct and yes this is acceptable.
49	How will the tender bid be submitted? - is it a case of emailing to you or uploading our A4 document to a portal etc	See item 48.
50	I couldn't find appendix C as part of the downloadables - I noticed it said 'to be provided ASAP' and was wondering when that will be available and where we will be able to download from?	See item 25.
51	As part of the tender bid we are asked to provide confirmation of VAT registration, insurance and annual turnover etc - is a shorthand answer to these questions ok in our tender bid? For example just a figure for annual turnover and a yes confirming we are VAT registered - with any proof to be submitted later down the line or is more evidence required at this stage in our tender bid?	See item 27-29.
52	We assume project references to be contact details of a relevant person only, and not a written reference/recommendation?	Correct.
53	We assume the sample specification to be in the form of suitable extracts, and not a full document, given that a typical specification could be several hundred pages?	An extract will suffice
54	Has the neighbouring owner been consulted as part of either of the former planning applications?	We haven't approached the neighbours, I believe the neighbouring property has actually been empty for some time. The only official consultation will be that which TDC undertook (as per all planning applications)
55	Has a bat or protected species survey been carried out?	No. No evidence has been found during the building survey including in the roof.
56	Are there currently any plans for any further investigative works or surveys by the PM team e.g. Building survey, structural survey including foundational inspections including trial pits, below ground cctv drainage survey, lead or hazardous paint inspection and sampling?	Building survey to be completed in due course, all others are TBC. All consultants to suggest surveys required to enable their respective works, as per ITT.
57	Has the PM / Client team identified any specific sustainability goals eg. BREEAM accreditation or other?	Nothing identified yet.
58	We are an architecture practice and tend to approach our heritage projects partnered alongside a heritage consultant. We find this works better as we can be advised but produce a design which we feel satisfies both the client and the heritage of the building. Would this be acceptable to the council, if our fee is presented as a single amount?	See item 34.
59	I would be grateful if you could confirm the scope of the Development Grant of £52,470. This is stated to include the project manager. I have two questions: a) Does this figure represent the entire fee budget for the development stage? b) If it does, can you please list all the consultants that are to be included within that fee?	See item 35.
60	Regarding fee expectations on the Radford House scheme, are you able to provide any clarification on budgets for the commission? As it will impact in particular on the level of community engagement we are able to offer to enrich the scheme. The brief mentions a grant of £52,470 (to include Project Manager) whereas the portal suggests up to £100k may still be appropriate.	See item 35, please note community engagement is not part of this appointment. By PM team.
61	Landscaping; tenderers are to note that some external works designing works maybe deemed required (as it will be your design and designers may see a need to make good or remodel what currently exists to make the area better to suit the building); Tenderers should allow for external works designs that facilitate safe use of the building;	Please note item 61 which has been added by PM team for clarity