Invitation to Tender

**Midsomer Norton High Street Heritage Action Zone Principal Contractor Services for the Market Hall Reinstatement Project**

**General Information**

# February 2022



## Midsomer Norton High Street Heritage Action Zone: Market Hall Reinstatement Project – Principal Contractor

**SECTION 1 – TENDER SUMMARY AND SCOPE**

* 1. Following a successful grant funding bid awarded in August 2020, Midsomer Norton’s High Street has been designated as a High Street Heritage Action Zone (HSHAZ) and awarded funding from Historic England and the West of England Combined Authority. The HSHAZ project aims to deliver transformative change to the High Street through several projects including the redevelopment of the Grade II-listed Town Hall.
	2. Built in 1859, the Town Hall had various community uses through the C19 and C20 which resulted in the loss of the original market hall at ground floor through subdivision and the creation small rooms, internal hallways and circulation spaces. These spaces lack flexibility and are now considered unfit for purpose.
	3. Phase 1 of the Town Hall Transformation Project is to reinstate the original open-plan ‘market hall’ at ground floor to provide a location for markets and civic, community, arts and cultural events and activities. Phase 1 will also include ancillary spaces within the ground and first floors.
	4. Phase 2 of the project will include works to the existing upper floors as well as the construction of an extension to accommodate meeting rooms, offices, a café bar and catering facilities to the rear of the building. **Phase 2 is subject to agreement of additional funding and is not within the scope of the present Brief.**
	5. Midsomer Norton Town Council and the Town Trust have secured planning and listed building consent for these works (21/00914/FUL and 21/00915/LBA) as follows:

<https://www.bathnes.gov.uk/webforms/planning/details.html?refval=21%2F00914%2FFUL#details>

<https://www.bathnes.gov.uk/webforms/planning/details.html?refval=21%2F00915%2FLBA#details>

 These plans have been developed into the detailed design drawings supplied within this Invitation to Tender pack for pricing.

* 1. The contract type with the Joint Contracts Tribunal Intermediate Form of Contract.

 **Strategic Objectives of the Contract**

* 1. Midsomer Town Council now wish to appoint an appropriately Principal Contractor to carry out the capital works. **Please note that any progression to works on site is dependent on the successful completion of the funding package required.**
	2. The Principal Contractor will be required to work with the following professional team:

Ph3 Architects – Project Architect/ Contract Administrator

KB2 – Structural Engineer

Method Consulting – Mechanical & Electrical Engineer

Greenwood Projects – Project Management, Principal Designer and Quantity Surveyor

* 1. A programme duration of nine months has been envisaged for planning purposes; however, tenderers are invited to submit their own programme based on their assessment of the works required and the most efficient way of delivering these.
	2. The Town Council is procuring the Contract as part of the Historic England-led High Street Heritage Action Zone project being undertaken in partnership with the Lead Partner (B&NES Council) and the Transformation Implementation Committee formed of local stakeholders including the Midsomer Norton Community Trust, Town Trust and others.

**SECTION 2 – SPECIFICATION**

* 1. The information below outlines indicative outputs for the contract. Should any tenderer wish to suggest adjustments to these outputs and timeframes, a short explanation for adjustments and revised programme suggestions should be included to explain the benefits of any proposed amendments.
	2. The appointment will be made by Midsomer Norton Town Council in close partnership with B&NES Council (the funding partner) and the Transformation Implementation Committee formed of the Town Trust, Town Council and other stakeholders. The appointment will utilise the grant funding awarded by Historic England and the Phase 1 project will sit within the High Street Heritage Action Zone scheme as a key deliverable.
	3. As a key community building, the Town Hall received over 40,000 visits a year before the Covid-19 pandemic. Contractors are asked to consider to what extent is possible to allow public access to the buildings during works where this is a viable approach that can be safely achieved without the addition of substantial costs to the project.

A list of current activity within the building is included below to give an indication of levels of use. **Please note that there is no expectation that the works can be carried out without disruption to the present use; however, tenderers are asked to consider what level of access is feasible in principle whilst allowing for the highest levels of visitor safety.**

## SECTION 3 – TENDER EVALUATION

* 1. The tenders will be considered using quality and competency criteria and cost criteria on a 70:30 basis. The following quality and competency criteria will be used to assess the tenders (70%):

 Submissions will be weighted as follows:

 Quality – 30%, broken down as follows:

 5% Approach to Health & Safety

 5% Ability to working flexibly on a live site

 5% Programme

 5% Climate Emergency (see Section 4, Supplier Questionnaire)

10% Experience of similar projects on listed buildings including technical competence of direct labour and subcontractors, and a minimum of three case studies

 Price – 70%

The Supplier Questionnaire included at the end of this document must be completed.

Please choose an appropriate format for your quality responses, and make specific reference to industry standards and accreditation where appropriate. Case studies and examples must be appropriate to the scheme at Midsomer Norton Town Hall and chosen specifically to demonstrate the quality areas above which will be scored.

The interview will be confirmatory and will be used as a global quality assessment. It is anticipated that no more than three contractors will be invited to interview; however as only those whose bid following cost and quality scoring remains competitive will be invited, the number invited to interview will be dictated by the results of the initial scoring.

The following scoring criteria will be used:

|  |  |
| --- | --- |
| 0  | Either no answer is given or the answer provides no evidence that the Organisation meets any of the requirements. |
| 1  | The answer provides some evidence that the Organisation meets some of the requirements but only in a minimal way |
| 2  | The answer provides satisfactory (or better) evidence that the Organisation partially meets the requirements. |
| 3  | The answer provides good (or better) evidence that the Organisation meets the requirements. |
| 4  | The answer provides good (or better) evidence that the Organisation meets nearly all of the requirements. |
| 5  | The answer provides excellent evidence that the Organisation fully meets all of the requirements. |

## SECTION 4 – ADDITIONAL INFORMATION

Please see the enclosed documents with this Invitation to Tender pack as follows: preliminaries including pre-construction information, the form of contract, pricing document, and design drawings.

## SECTION 5 - PROCUREMENT PROGRAMME

* 1. The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst the Town Council does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Date or Target Date** | **Activity** |
|  **24th February 2022** | Invitation to Tender (ITT) published on Find a Tender |
| **Midday 28th March 2022** |  Deadline for responses |
| **28th – 31st March 2022** | Evaluation |
| **Monday 4th April 2022** | Interviews |
|  **8th April 2022** | Recommendation Report for approval |
| **13th April 2022** | Preferred Contractor identified |

 **Subject to completion of the final funding package, it is anticipated that works will commence on site by the end of June 2022.**

## SECTION 6 - SUBMISSION OF TENDERS & QUERIES

* 1. Please submit completed tenders by midday on Monday 28th March 2022. **These must be marked for the Attention of the Town Clerk and emailed to townclerk@midsomernortontowncouncil.co.uk.**
	2. Further to information provided within this tender brief, B&NES Council, the Town Trust and Town Council will supply additional background information as required in order to support the production of detailed and accurate submissions. All queries should be made via the Find a Tender portal. These will be addressed by the Project Manager and the responses made available to all interested parties.
	3. The following guidance is given in respect of addressing the Quality criteria:

 5% Construction Phase Health & Safety Plan

Based on an assessment of the information given, the nature of the site, and experience on similar projects, please supply an indicative Construction Phase Health & Safety Plan. It is appreciated that this will require refining should your tender be successful; the purpose is to establish a comprehensive and appropriate response to the size, location and nature of the site. Include within the plan reference to the available compound space as shown in the drawings, and any provision you propose in order to allow proportionate use of the space by the public.

 5% ability to work flexibly on a live site

Tenderers are asked to respond imaginatively and practically to the needs of a live site, considering what opportunities there are for safely allowing access based on the information give, and drawing on other examples of their work to illustrate their approach. Contractors are asked to consider the financial and programme implications of any approaches suggested and how they will balance the aspiration to maintain access with the need to control costs.

 5% Programme

Tenderers are asked to provide the most effective and efficient programme for the works they can suggest. Where there are opportunities to provide an accelerated programme which delivers cost savings at the expense of access, this should be included as an option.

5% Climate Emergency (see Section 4, Supplier Questionnaire)

10% Experience of similar projects on listed buildings including technical competence of direct labour and subcontractors, and a minimum of three case studies

Provide example of similar work carried out in respect of listed buildings, in particular those relating buildings of a similar age and construction, as well as similar in use. Demonstrate how the necessary technical skills and competences required to deliver the works to a high standard will be met through direct reference to other projects carried out. Please make it clear how each case study relates directly to Midsomer Norton Town Hall rather than supplying template case studies only. Include within responses examples of challenges which have been encountered on similar project types and how these were overcome.

## Appendices

1.0 Supplier Questionnaire

2.0 Conflict of Interest, Canvassing & Collusive Tendering

**Appendix 1 - SUPPLIER QUESTIONNAIRE**

**Notes for completion**

i. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If it does not apply to you, please state clearly ‘N/A’.

ii Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.

1. Please return a completed version of this document with your Quote submission.

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the Town Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. The Town Council will request evidence from the winning Contractor only after the final Quote evaluation decision.

**Sub-contracting arrangements**

1. The Supplier should advise in a separate appendix the names of sub-contractors, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

**Confidentiality**

1. The Town Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Town Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
2. The Town Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

|  |  |
| --- | --- |
| **1 Supplier details** | **Answer** |
| Full name and address of the Supplier  |  |
| Registered company/charity number |  |
| Registered VAT number |  |
| Name of parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company  |  ▢ Yes |
| ii) a limited company |  ▢ Yes |
| iii) a limited liability partnership | ▢ Yes |
| iv) other partnership | ▢ Yes |
| v) sole trader | ▢ Yes |
| vi) other (please specify) | ▢ Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | ▢ Yes |
| iii) Sheltered workshop | ▢ Yes |
| iv) Public service mutual | ▢ Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **2 Insurance Details** |  |  |  |
| Insurance statement and certificates                   | Employers’liabilityinsurance | PolicyNo. |  |
| Limit ofindemnity |  |
| Excess |  |
| Limit fora single event |  |
| Expirydate |  |
| Public liabilityinsurance | Policy No. |  |
| Limit ofindemnity |  |
| Excess |  |
| Limit fora single event |  |
| Expirydate |  |
| Professionalindemnityinsurance | Policy No. |  |
| Limit ofindemnity |  |
| Excess |  |
| Expirydate |  |
| Product liabilityinsurance | Policy No. |  |
| Limit ofindemnity |  |
| Excess |  |
| Expirydate |  |

|  |
| --- |
| **3 Contact details** |
| Supplier contact details for enquiries  |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **3** | **Technical and Professional Ability**  |
|  | **Relevant experience and contract examples**Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. |

|  |  |  |
| --- | --- | --- |
|  | **Contract 1** | **Contract 2** |
| **Name of customer organisation** |  |  |
| **Point of contact in the organisation** |  |  |
| **Position in the organisation** |  |  |
| **E-mail address** |  |  |
| **Description of contract**  |  |  |
| **Contract Start date** |  |  |
| **Contract completion date** |  |  |
| **Estimated contract value** |  |  |

Suppliers are required to answer the following questions comprehensively and provide evidence, where requested to support their answer. Please ensure you adhere to any word counts or instructions. The questions in this Quote Questionnaire will be scored in accordance with Section 3 Evaluation.**Climate Emergency**

|  |  |
| --- | --- |
| **4** | **Climate Emergency** |
| i) | If successful, what will you do to actively reduce your carbon footprint? |
| ii) | How can you assist the Town Council in achieving its zero-carbon policy through this contract? |

  |

**APPENDIX 2**

**Conflict of Interest, Canvassing & Collusive tendering**

**It is a mandatory requirement that the Supplier signs and complies with this certificate. FAILURE TO SUBMIT THIS DECLARATION WHEN RESPONDING TO THE QUOTE WILL RESULT IN YOUR QUOTE NOT BEING EVALUATED**

**DECLARATIONS**

|  |  |
| --- | --- |
| **Tender for Contract:** |  |
| **Supplier Name:** |  |

**CONFLICT OF INTEREST, CANVASSING & COLLUSIVE TENDERING**

1 In consideration of the Town Council accepting our tender we undertake and agree to advise the Town Council immediately upon becoming aware of any conflict of interest or potential conflict of interest, whether deliberate or otherwise, that may arise either during the term of the Contract or for a period of two years after its termination.

2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member Officer or Employee of the Town Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

3 I/We certify that

(a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

(b) I/We have not canvassed or solicited any Member Officer or Employee of the Town Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Goods/Services and that no person employed by me/us or acting on my/our behalf has done any such act.

(c) that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

1. Offer or give or agree to give any officer or member of the Town Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.

(ii) Communicated to any person other than the Town Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Guidance & Instructions).

(iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

**Person authorised to submit the Tender:**

**Signature:**

**Name:**

**Position:**

**Dated:**

1. [↑](#footnote-ref-1)