

**Invitation to Tender**

**The Unionist Club, 67 Morrab Road**

**Ref: 1PZ1362**

## **1. About The Unionist Club Project.**

An enabling phase works package has previously been completed within the site comprising the stripping out of floor finishes, suspended ceilings, internal partitions together with redundant mechanical and electrical installations. Furthermore, opening up works to allow for asbestos and structural investigations have also been undertaken.

The main contract works comprise the remodelling and renovation of the existing building with the main area of the ground floor being taken to fit out stage prior to being let to tenants who will undertake the fit out works to allow use as a café. Meanwhile the upper floors will be renovated for use as jewellery workshops and gallery spaces whilst the ground floor shop will also be renovated to provide a jewellery shop.

Works will be undertaken to the fabric of the building to enhance its energy performance including the installation of PV panels to the roof and air source heating/cooling units.

## **2. Background and Context**

The Unionist Club, 67 Morrab Road, is a substantial building of featuring a cut granite façade constructed for use of the Unionist Club in the 19<sup>th</sup> century. In later years the building saw substantial works, including a new roof deck, during the 1980's facilitating its use as the offices of Penwith Housing Association (latterly LiveWest). During this period the building was retrofitted with suspended ceiling systems, partitions and M&E installations as befits office spaces. Attached to the building is a modest, much older, two storey building which has been used as a shop for a substantial period.

The building subsequently fell into disuse before being purchased By Emily Nixon Ltd, a local jewellery artist, with the intention of sympathetically restoring the building and bringing it back into use. The aims of Emily Nixon are threefold; it is intended that the ground floor of the main building will, as part of this project, be taken to fit out stage with prospective tenants in place who intend to fit the area out for use as a café and bakery building upon their already successful business. Within the main building the upper floors will be renovated throughout with period features maintained and enhanced. Fit out works to these areas will be undertaken to provide jewellery workshops, office and client spaces. The small, attached, retail building will be renovated to allow for use as a retail unit on behalf of Emily Nixon Ltd. Externally the building will be restored with breathable materials, new roof coverings, new and renovated glazing and replacement roof coverings. In addition it is intended to enhance the energy efficiency of the building through the installation of PV panels to the roof and air source heat pump air conditioning units.

The project is in part grant funded with funding approved. We will assess tenders received on a Most Economically Advantageous Tender basis.

### **3. Tender requirements**

The successful tenderer will be expected to undertake the following activities:

#### **3.1 Design Specifications**

1. PMR Room Data Sheets

#### **3.2 Drawing set**

2. PMR Drawing 20.81 100 Ground Floor Plan
3. PMR Drawing 20.81 101 First Floor Plan
4. PMR Drawing 20.81 102 Second Floor Plan
5. PMR Drawing 20.81 103 Building Reg Notes
6. PMR Drawing 20.81 104 Ground Floor Electrical Layout
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13. PMR Drawing 20.81 114 Vertical Lift Section
14. PMR Drawing 20.81 115 Generic Section Through Lift Core
15. PMR Drawing 20.81 116 Elevation of Ground Floor Bifolding Doors and replacement windows
16. PMR Drawing 20.81 117 Proposed Elevations
17. PMR Drawing 20.81 118 Floor Sockets
18. JHA 1784-01 STRUCTURE GF PRELIM 120624
19. JHA 1784-02 STRUCTURE FF SF PRELIM 120624
20. Berdoulet Drawing 00\_66\_Door Types\_301
21. Berdoulet Drawing 00\_66\_PLANS\_100
22. Berdoulet Drawing 00\_66\_SCREEN1\_200
23. Berdoulet Drawing 00\_66\_SCREEN2\_201
24. Berdoulet Drawing 00\_66\_wall details\_300

#### **3.3 Schedule of Works/Bill of Materials**

- 3.3.1 Enclosure 26. The Unionist Club SOW

#### **3.4 Pricing Document**

- 3.4.1 Enclosure 26 completed

#### **3.5 Form of Tender**

- 3.5.1 Enclosure 27 Form of Tender

- 3.6 Shared Prosperity Fund Branding and Publicity Guidance  
<https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF--Branding-and-Publicity-V12.pdf>

The supplier's attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. 'This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.'*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Emily Nixon Ltd will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

**3.7 Environment and Sustainability.** The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10:

- a. Attitude to collaborative problem solving within a defined team structure
- b. Anticipate and note the likely challenges and how they would be accommodated
- c. How you will reduce energy and fuel consumption in the provision of the contract
- d. How you will re-use resources
- e. How you will increase recycling levels and reduce the amount of waste
- f. How you will use environmentally friendly and ethically sourced goods
- g. How you will contribute to reducing the carbon footprint
- h. How you will contribute to pollution reduction

#### **4. Budget**

The total construction budget available for construction costs is approximately £500,000 (exc VAT) but inclusive of all expenses.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

#### **5. Tender and commission timetable**

The timescale of the programme is in accordance with the JCT Intermediate Building Contract with Contractors Design Portion (2016) form of contract but is expected to complete no later than 31 September 2025. The timetable for submission of the Tender, completion of the programme are set out below:

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	12 <sup>th</sup> November 2024
Site visit to be arrange by email with: Barney Corn: barney.corn@edwinbryant.co.uk	TBC
Last date for raising queries	3 <sup>rd</sup> December 2024
Last date for clarifications to queries	10 <sup>th</sup> December 2024
Deadline to return ITT	<b>16<sup>th</sup> December 2024</b>
Evaluation of ITT	18 <sup>th</sup> December 2024
Preferred Supplier notified	20 <sup>th</sup> December 2024
Start of work	Before March 31 <sup>st</sup> 2025
Completion of work	By 30 <sup>th</sup> September 2024

## **6. Tender submission requirements**

Please include the following information in your Tender submission.

### **6.1 Covering letter (two sides of A4 maximum) to include:**

- a. A single point of contact for all contact between the tenderer and Emily Nixon Ltd (or their representative) during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
  - ii. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
- d. Conflict of interest statement
- e. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see Section 3)
- f. Completed SOW (see Section 3)
- g. Completed Form of Tender (see Section 3)

### **6.2 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see**

also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10):

- a. Attitude to collaborative problem solving within a defined team structure
  - b. Anticipate and note the likely challenges and how they would be accommodated
  - c. How you will reduce energy and fuel consumption in the provision of the contract
  - d. How you will re-use resources
  - e. How you will increase recycling levels and reduce the amount of waste
  - f. How you will use environmentally friendly and ethically sourced goods
  - g. How you will contribute to reducing the carbon footprint
  - h. How you will contribute to pollution reduction
- 6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs but these can only have titles and no text. Links to websites will not be viewed.
- 6.4 Project Method Statement. This should include:
- a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).
  - b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.
  - c. Details of any design proposals
  - d. Monthly valuation forecast
- 6.5 Budget including total amount (£) to be spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode
- 6.6 Emily Nixon Ltd will procure Experian Credit checks prior to any award of contract with successful tendering parties required to have a Delphi Commercial score of not less than 51 (Below Average Risk).

## **7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Emily Nixon Ltd.

## **8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Emily Nixon Ltd or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Emily Nixon Ltd to ensure that, in the event of a conflict

of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

## 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[barney.corn@edwinbryant.co.uk](mailto:barney.corn@edwinbryant.co.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Emily Nixon Ltd to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Emily Nixon Ltd unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Environment and Sustainability.	5
<p>The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as:</p> <ul style="list-style-type: none"><li>a. Attitude to collaborative problem solving within a defined team structure</li><li>b. Anticipate and note the likely challenges and how they would be accommodated</li><li>c. How you will reduce energy and fuel consumption in the provision of the contract</li><li>d. How you will re-use resources</li><li>e. How you will increase recycling levels and reduce the amount of waste</li><li>f. How you will use environmentally friendly and ethically sourced goods</li><li>g. How you will contribute to reducing the carbon footprint</li></ul>	

h. How you will contribute to pollution reduction	
Ref 6.3 Previous examples	10
Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.	
Ref 6.4 Project Method Statement	10
Project Method Statement. This should include: a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4). b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.	
Ref 6.5 Employment Skills & Community Engagement	10
Details of company and proposed subcontractor apprenticeship schemes and any other training and outreach provided by the company within the local community.	
Ref 6.5 Budget including Social Value	65
A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $60 \times \text{lowest bid} / \text{bid}$  Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode. This is to be detailed in your response. Marks awarded = $15 \times \text{Contract Value to be spent in Cornwall} / \text{Total Contract Value}$	
Ref 6.6 Credit Checks	
As part of the tender selection process Emily Nixon Ltd will procure Experian Credit checks prior to any award of contract with successful tendering parties required to have a Delphi Commercial score of not less than 51 (Below Average Risk).	Pass/ Fail

## 11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.



80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Emily Nixon Ltd reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Emily Nixon Ltd is not bound to accept the lowest price or any tender. Emily Nixon Ltd will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Emily Nixon Ltd's internal procedures and Emily Nixon Ltd being able to proceed.

### **13. Tender Award**

Any contract awarded as a result of this tender process will be in accordance JCT Intermediate Building Contract With Contractor's Design Portion (2016).

### **14. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

[barney.corn@edwinbryant.co.uk](mailto:barney.corn@edwinbryant.co.uk)

with the following message clearly noted in the Subject box;

'Emily Nixon Ltd The Unionist Club'

**Tenderers are advised to request an acknowledgement of receipt of their email.**

## **15. Disclaimer**

The issue of this documentation does not commit Emily Nixon Ltd to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Emily Nixon Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Emily Nixon Ltd and any other party (save for a formal award of contract made in writing by Emily Nixon Ltd or on behalf of Emily Nixon Ltd).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Emily Nixon Ltd or any information contained in Emily Nixon Ltd's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Emily Nixon Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Emily Nixon Ltd reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Emily Nixon Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

## **16. Enclosures**

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24. Berdoulet Drawing 00\_66\_wall details\_300
25. 67 Morrab Road Pre-construction Information
26. Unionist Club Measured SOW
27. Form of Tender
28. Guide for Construction Projects With a Project Value Over £100,000