

Hall For Cornwall

Location: Hall For Cornwall, Truro **Date** 2nd June 2017 at 08:30am.

Purpose: Site visit of Hall For Cornwall for tenderers bidding to complete the measured building survey

Present:	Simon Crick	SC	Hall For Cornwall	HFC
	Josh Heath	JH	Currie & Brown	C&B
	3no anonymous tenderers	-	-	-
Apologies:	Myles Clough	MC	Currie & Brown	C&B

ITEM

1.0 General notes

- 1.1 SC noted that he had shown a separate tendering company around the building on the 1st June for the same purpose as today's site visit.
- 1.2 SC provided the 3 companies present with a schedule of availability for the Hall For Cornwall. This document details the operational schedule for the venue over the coming month to inform tenderers of when the building would be accessible to undertake the survey. A copy of the schedule of availability will be circulate with this document.
- SC emphasised that tenderers should aim to utilise the performance free week at the HFC, commencing on 3rd July.
- 1.3 Unless stated otherwise, all answers provided in section 2 of this document were provided by Simon Crick, Deputy General Manager of Hall For Cornwall.

Text highlighted in red denotes where a clarification is to be provided to tenderers following the site visit.

The following abbreviations will be used: Q = Question, A = Answer & AN = Additional Note.

2.0 Questions & answers raised during the site visit

- 2.1 Q – Who are all the tenants of the building?
A – HFC, Truro City Council, Tourist Information Centre & Flourish Café.
- 2.2 Q - Are tenderers allowed to take photos of the building?
A – Yes, but only for use in this tender process.
- 2.3 Q – Who completed the previous measured building survey?
A – Scantech
- 2.4 Q – Is it possible to access Flourish Café at night to complete survey works?
A – Yes, but only on arrangement and when coordinated in advance.
AN – The tenderers present stated that they would require approximately 1.5 hours to scan the Flourish Café area.
- 2.5 Q – Does the whole building need to be scanned in colour? If not, can you please clarify the areas which specifically require colour?

A – JH noted that he will liaise with MC to provide an answer to the tenderers.

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- 2.6 Q – What is the intended use of the information provided by the survey?
A – Contribution to RIBA Stage 4 design & BIM model.
- 2.7 AN – SC confirmed that Truro City Council are very cooperative and arranging access to the areas of the building where they are currently tenants should be easily arranged. Liaison would be required between successful tenderer and SC to coordinate this access.
- 2.8 Q – Does the lift shaft that services the Truro City Council area of the building need to be included in the survey?
A – Yes, SC to arrange access as required.
- 2.9 AN – SC noted that the storage space under the Town Clerks office needs to be included in the survey.
- 2.10 Q – Are tenderers allowed to review the information previously provided by Scantech?
A – JH noted that he will liaise with MC to provide an answer to the tenderers.
- 2.11 AN – SC noted that the standard hours of opening for HFC are 8am – 10pm (depending on performance schedule). However, if tenderers required access over night to the venue then these arrangements can be reviewed.
- 2.12 Q – In the instance of rooms that are currently full of equipment etc needing to be scanned, SC asked the tenderers to what extent would they need these areas cleared?
A – The tenderers confirmed that as long as they could view at least a few points of all walls in these areas then accommodations could be made. Successful tenderer to review on site with SC when applicable.
- 2.13 Q – Can tenderers use photogrammetry to infill potential gaps in the survey?
A – JH noted that he will liaise with MC to provide an answer to the tenderers.
- 2.14 Q – Does the survey need to include manholes?
A – Refer to tender documents which state manholes (and lifting covers) are to be included.
- 2.15 Q – SC noted that during the period intended for the measured building survey, HFC have commissioned another company to visit site to take core samples. Will the vibration from the core sample works effect the survey equipment?
A – The tenderers noted that this shouldn't be an issue and they would liaise with the core sample company on site.
- 2.16 AN – The tenderers were not able to review any of the dressing room areas due to limited access associated with the current performance arrangements. SC noted that these rooms are relatively simple areas which can be reviewed at a later date if required. Tenderers agreed that access was not necessary.
- 2.17 Q – Is access to the substation room available?
A – Yes, upon arrangement with Western Power Distribution in advance.
- 2.18 Q – To what height is the space under the stage to be scanned?
A – To the top of the visible joist for completeness.

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- 2.19 Q – The tenderers requested confirmation as to how the new survey information provided by the successful contractor would tie into existing information, presumably provided by Scantech?
- A - JH noted that he will liaise with MC to provide an answer to the tenderers.
- 2.20 AN – It was confirmed that Scantech previously completed a scan of the entire building.
- 2.21 AN – SC confirmed that the restaurant area will be closed to the public on Mondays going forward.
- 2.22 AN – SC noted that some areas of the building require fob access. Successful contractor to liaise directly with SC on site to coordinate access as required.
- 2.23 Q – Tenderers expressed concern that if Scantech were to bid for the works again, they would have a substantial advantage over the other tenderers in the process. Are Scantech bidding again for these works?
- A – Scantech will not be bidding for the works again.
- 2.24 AN – SC noted that access to the alley adjacent to the Market Inn can be arranged if required.
- 2.25 AN – SC noted that access to the roof of the Cotwold’s building and the Poundland delivery area can also be arranged if necessary.
- 2.26 Q – Is it the intention that elevations provided by the successful tenders show the panelling to the walls on the higher levels?
- A - JH noted that he will liaise with MC to provide an answer to the tenderers.
- 2.27 Q – Are tenderers allowed to utilise UAV’s (drones) during the scanning of the roof area? Noting that the successful tenderer would advise on the required licences and permissions that need to be in place.
- A - JH noted that he will liaise with MC to provide an answer to the tenderers.
- 2.28 Q – What format is the survey information to be provided in? Does it need to be a point cloud?
- A – JH confirmed that this information was provided in the tender documents and added that it will need to be in a deliverable format.
- 2.29 Q – To what scale sizes is the information to be provided in?
- A - JH noted that he will liaise with MC to provide an answer to the tenderers.
- 2.30 Q - For the scans required across the auditorium, tenderers noted that the area highlighted in purple on the plans will also have to be scanned for completeness. Client to confirm why this area not included?
- A - JH noted that he will liaise with MC to provide an answer to the tenderers.