



# ELSENHAM PARISH COUNCIL

## DESIGN OF A NEW COMMUNITY CENTRE

### SOUTHFIELD CLOSE, ELSENHAM

### Responses to queries

We are interested in the Elsenham Community Centre tender. Can you please clarify the contract value listed (£75,000 to £2m) as this is a pretty large threshold.

The threshold has now been amended to read To £200,000 rather than £2million

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1. We previously submitted a tender for a very similar brief on 21<sup>st</sup> January 2024. The Parish Council decided not to proceed with any of the submitted tenders. Are you able to confirm how this tender opportunity will be different?

It became evident that we needed to reduce the specification. The changes to the Design Brief are:

Main hall does not need to be of sufficient height to accommodate badminton;

A permanent stage is not required (temporary staging will be hired if necessary);

Possible for main hall to be divided into three meeting rooms through the use of folding partitions;

Omission of subsidiary hall;

Omission of meeting room 1;

Meeting room 2 redefined as room to provide internet access;

Changing facilities to be to Football Foundation standards;

Tenders to be submitted by email rather than by post.

2. What is the estimated construction budget for the building? The Contracts Finder refers to a 'Value of Contract' of £1.5m to £2m. We presume this is not the Value of Contract for the design fees.

You are correct. Thank you for pointing this out. We are amending the Value of Contract to read From £75,000 to £200,000.

3. Are you able to confirm whether you require us to also provide a full multi-disciplinary team within our bid, including structural engineer, services engineer, quantity surveyor and all necessary documents for planning e.g. ecology, transport, etc.

Please show the costs separately of the full multi-disciplinary team, and all the documents.

I hope this answers the questions

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Having reviewed the Community Centre tender information pack we feel the pricing to RIBA work stages 0-7 fairly onerous at this stage of a project.

Ordinarily a project such as this, in such an early phase, we would recommend a stage 0 to 2/3 tender, culminating in a planning application submission. Pricing Fees & construction costs across such a far reaching project length poses challenges, simply due to the quantum of the project being totally unknown, and not to mention inflation levels.

As a project team we would be happy to provide services to a planning application submission and then suggest novation to a main contractor for delivery with their own design team, (which ultimately could save significant sums as we would not need to price risk into the later work stages).

If we can be of any further assistance please let us know.

We do not feel that your preferred method of working would accord with our preferences.

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1. **Pricing Schedule** - The tender documents refer to a pricing schedule however we cannot see the pricing schedule attached, please can you share this document with us?

We have not provided a pricing schedule. The intention is that tenderers should submit a pricing schedule, in a format at their discretion. Our apologies if that is not clear.

2. **Desing team** - Can you confirm if you require the tender return to be for the architect scope of services only, Or are we required to assemble a full design team? We note that the ITT documents states that 'A fee quotation should be submitted for the full design, project management and completion of this facility'. In order to deliver a full design we would require the design services from other design consultants such as a structural engineer, M&E engineer and civils engineer. If you only require the tender return to include architects scope of services only can you confirm which other design team members you will be appointing or is that a recommendation you would like us to make as part of a submission?

We would like tenders to include a full design team, including other consultants, with their anticipated fees shown separately. We would like you to included your recommendations as to other design team members.

3. **Survey Information** - Can you confirm who will be commissioning the required surveys? or should an indicative allowance be included within our fee?

An indicative allowance should be included in your fee.

4. **Tender documents** – Can you confirm if there are any format requirements for the submission, for example page limit and or documents size.

We are not specifying any limits.

5. **Clarifications** – Will a clarification document or tracker be made available to see all tender clarifications made to all tenderers?

We have no plans to produce such a document.

Hope all our questions are clear and we look forward to hearing from you soon.

I hope this is helpful.

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- In the design brief document , section 2.1, page 04, it notes “*The playing field car park should be regarded as part of the site to be included within the Community Centre development*”. Does this mean we could relocate and replan the parking within the larger site or should it remain broadly in its current location ?

Relocating and replanning the parking within the larger site is an acceptable option.

- In regards to the tender submission, is there a limit on the number of pages for the outline proposal and examples of relevant experience ?

No. Examples of relevant experience could include reference to the appropriate pages of a website.

Any help on the above would be much appreciated.

I hope this is helpful

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In regards to In the design brief document , section 2.4, page 04, item 2 “ Potential cost parameters for the scheme.” We are unclear as to what the council is asking in this regard, is it a cost plan for the scheme or items we would consider to make the scheme economical ?

Thank you for the query.

We are asking for a cost plan for the scheme, rather than items to be considered in order to make it economical.

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Are you requiring responses from just an Architecture practice, or do you require response from a full multi-disciplinary team?

We would like your response to include a full multi-disciplinary team, with their anticipated fees shown separately from the architectural practice.

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1. We note the request for Professional Indemnity Insurance of no less than £5m. Would you accept £2m instead?

Yes

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With reference to my email responding to your queries, we have taken further advice concerning the Professional Indemnity Insurance. We are now not able to agree to any reduction from a figure of no less than £5m.

Apologies for any inconvenience.

2. Do you have page or word limits for the submission?

No

3. Please can you clarify the scoring criteria?

As shown in the Instructions to Tenderers, 6.1 We have not found it possible to give any more precise definitions. We were advised that, eg, 'below expectations', 'meets expectations', 'above expectations' should be used, but these did not seem helpful. We feel that opinions must differ concerning, eg, 'External aspect', but we rely on each member of the evaluation team to be consistent in their approach.

4. Is there a project build budget in mind?

We have taken advice that it is best not to specify a build budget, otherwise there is a tendency for all tenders to cluster around the same figure.

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1. Could you please confirm the marking criteria for the submission? Note that the factors are orientation, external aspect, design brief, internal aspect, fees and experience (case study projects) given equal weight, but these do not appear to align with the submission requirements outlined in the Design Brief 2.0 Specification of an outline proposal, potential cost parameters, fee proposal and consultation with the clients regarding the choice of contractor. We have seen elsewhere that bids will be evaluated 80% on quality, 20% on price. Could you please advise specific breakdown of submission requirements and marking criteria and weightings against the requirements?

We assume you refer to Design Brief 2.4 rather than 2.0. The fee quotation should include the aspects included in Design Brief 2.4. The fees themselves are included in the evaluation criteria, Instructions to Tenderers, 6.1

As noted in 6.1, the six criteria will all be given equal weight. We have not found it possible to give any more precise definitions. We were advised that, eg, 'below expectations', 'meets expectations', 'above expectations' should be used, but these did not seem helpful. We feel that opinions must

differ concerning, eg, 'External aspect', but we rely on each member of the evaluation team to be consistent in their approach.

2. In what format would you like to receive submissions? PDFs of A1 boards or A4/A3 sheets? Maximum pages? Assume a mix of text, diagrams and images are acceptable.

We have made no stipulations as to format, and are content to leave it to the discretion of tenderers.

3. Could you please confirm what is meant by 'consultation with the client regarding choice of contractor' as part of the fee quotation format – is this for us to provide a fee for contractor tender return review and interview support?

We would like to be able to draw on the knowledge and expertise of the successful tenderer for architectural services in appointing the contractor, given that they will need to work together. Therefore the fees quoted should include for consultation with us as appropriate.

4. We do not seem to be able to find an SQ document that requests economic standing information, all insurance requirements etc. Can you please confirm the requirements here – what are the pass/fail qualifications? Public Liability Insurance minimum levels etc. Note minimum Professional Indemnity of £5m

Our advice was that there is no need to request separate information on, eg, economic standing, as these questions can be addressed at interview. Much information is of course available on the internet.

5. Is the fee quotation to be provided for architectural services only? Will you be appointing the rest of the consultant team separately?

The fee quotation should include for architectural services and for other consultants, shown separately.

6. The contract value is stated as £75,000 to £200,000 – assume this if for architectural services only as per the question above

Yes

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it would be incredibly useful if you can identify the actual plot of land and its boundaries. Ideally this would be in the form of a land registry title plan to avoid any ambiguity.

We're unable to give a land registry reference, but the location of the site can be seen in the Appendix to the Design Brief.

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1. **Contract value** - The value of contract as per the information published in the tender portal is £1,500,000 to £2,000,000. It seems high for the scale of the project; can you please confirm if the number given is correct.

The cost as originally given was incorrect. It has now been corrected to £75,000 to £200,000

2. **Construction cost** - Is there an estimated construction cost for the project?

We have taken advice that it is best not to specify construction cost, otherwise there is a tendency for all tenders to cluster around the same figure.

3. **Scope of work / Project management** – Page 5 in the Design brief document states “a fee quotation should be submitted for the full design, *project management* and completion of this facility in accordance with the RIBA Stages of Work 2020”. Can you please confirm if the scope of work includes the Contract Administration role or is it only for Architect role?

The work includes for contract administration.

4. **Potential cost parameters** - Can you please confirm if item 2 in the quotation information On page 5 in the Design Brief document, “*Potential cost parameters for the scheme*”, refers to the review of the cost plan prepared by the Quantity Surveyor?

The costs for architectural services should be shown and the costs for other specialists including the quantity surveyor should be shown separately.

5. **Contract procurement** - Has it been agreed a construction contract procurement (Traditional procurement, D&B, etc.)?

Traditional procurement is likely. We anticipate that we will consult the successful tenderer for architectural services as to the engagement of the best constructor.

6. **Public presentation dates** - Are the dates for the public presentation known or will they be agreed with the successful tenderers at a later date?

To be agreed at a later date.

7. **Car Park design** - On page 4 of the Design Brief document, point 2.1 states that the car park should be regarded as part of the site to be included within the development. Is it possible to re-arrange the car park into the proposed design or does it need to be kept in its current configuration?

The car park can be re-arranged, but it should be of sufficient size to accommodate both the existing playing field and the new Community Centre.

8. **Submission format** – Is there a format for the specification responses? Is there a maximum number of pages, words or size of the files? Can the submission be sent as a Dropbox link if the files are too big to send as an attachment?

We have made no stipulations as to format, and are content to leave it to the discretion of tenderers.

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Below some additional questions:

1. **Local architect** - Would you have preference to appoint a local architect, or are you open to work with a London architect?

We have no preference

2. **Evaluation of tenders** - Elsenham Parish Council website has published a presentation document and meeting minutes that consider designs and costs from at least three different architects. Could you clarify if the evaluation of the tender will be against the existing designs.

The evaluation will be solely with regard to the three documents on the Contracts Finder website. Previous consultations held by the Parish Council are of no consequence.

3. **Orientation** – Can you please clarify if the orientation of the building needs to follow the location of the building as shown in the previous design . . .?

No. This is a matter where we look to the expertise of the tenderer.

4. **Responses to specification** – Is there a number of drawings or images that need to be submitted to respond to the design brief specification?

No. We are content to leave this to the preference of tenderers.

5. **Planning comments** - Has UDC provided planning advice and if that is the case could their comments be made public?

No. However, the land has been made available under a S106 agreement agreed with UDC. A planning application will of course be made at the appropriate time.

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1. The design brief notes '1. Outline proposals for a potential scheme, including basic sketches of the vision for the development.' – can I please ask in what form you would like these to be, i.e. 1xA3 page or more/less?

We are content to leave this to the discretion of the tenderer. Obviously nothing too detailed is expected - a plan and at least one elevation would be fine.

2. The design brief notes '4. Consultation with the clients regarding the choice of contractor.' – does this mean a plan for consultation with specific areas of risk or a list of potential contractors?

We would like to be able to draw on the knowledge and expertise of the successful tenderer for architectural services in appointing the contractor, given that they will need to work together. Suggestions as to potential contractors would be welcome, as would involvement in the selection process.

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Please could you clarify the following queries:

1. Please can you confirm what scope of services you require – for example is this a tender for an Architect and Lead Consultant only, and will all other design team consultants (engineers, cost consultants, project manager etc) be appointed separately?

The fee quotation should include for architectural services and for other consultants, shown separately.

2. The tender instructions state that experience of the tenderers will be evaluated but this is not included in the fee quotation requirements listed in the design brief. We assume we should submit details of our relevant experience with our proposals.

Yes please

3. Please confirm if there is a page limit for any sections of the fee proposal.

No.

4. You have not asked for team details or CV's of key people. Do you require these to be submitted?

No. This is a matter which will be covered at interview with the selected candidates.

5. Please confirm if any pre-app planning consultation has been carried out with the local authority to test the planning viability of the scheme?

No. The land has been gifted as part of a S106 agreement, and the LA is generally supportive of the scheme.

6. Please confirm if any feasibility designs or reports have been prepared already, if so, would it be possible for you to share these?

None have been prepared.

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The value of contract is noted on the portal as between £75,000 to £200,000. Is this for architectural services only or something else? If for architectural services only, what is the overall project budget and overall construction budget please?

The budget as stated is for architectural services. We prefer not to state the overall construction budget at this stage, in order to prevent the possibility of all bids clustering around the same amount.

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1. I assume it's ok to visit the site as it is publicly accessible? I intend to do this next Thursday, so thought I should check first.

Perfectly OK

2. Is your fee request for just architect, or architect and Principal Designer, and structural and M+E engineers and QS?

Please quote for architectural services, and for other consultants, shown separately.

3. How do other bidders get to hear answers to clarification questions given it's not on a portal? What I'm thinking is that if you answer Q2 by saying that we need to include the other members of the design team, another bidder, not knowing this, might put in a tender that is much lower than ours since they are only including architect.

We will take account of any differences in the services quoted.

4. Your instructions mention six evaluation criteria under section 6.1: orientation, external aspect etc.... What weighting is given to each of these six criteria? I imagine fees might be a higher weighting than orientation for instance?

As noted in 6.1, all criteria will be given equal weight.

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We note that a completed pricing schedule is requested within the return for the Southfield Close Community Centre tender – could you confirm if suppliers are expected to provide their own version, or if a template will be provided by the Council?

Thanks you for your interest. We are asking tenderers to provide their own version of a pricing schedule.

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Please accept this email as confirmation of [our] expression of interest in the Elsenham Parish Council opportunity for 'A New Community Centre.' We look forward to hearing from you in due course and if you require any further information in the meantime, please do not hesitate to contact us.

Thanks you for your email. If you wish to tender for architectural services, please follow the procedure as specified on the Contracts Finder website. We shall not be issuing any further information.

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• Will the procurement route be Traditional or Design & Build?

Traditional is likely.



- Can/ should we propose other consultants for the project? (e.g Structural engineer / M&E engineer.)

Yes - please show the fees for other consultants separately.

- How much car parking will be required for the new community centre? Will new car parking spaces be required in addition to the existing?

We anticipate that the area allocated to the new Community Centre plus the existing adjacent car park for the playing field will together be sufficient for the new Centre plus parking for both the new Centre and the playing field. The amount of parking for the new Centre should comply with Essex County Council's parking standards. See also the next answer.

- Is there any flexibility in the siting of the community centre in relation to the existing car parks? See diagram below as an example which shows a car park on the Community Centre site with the new building proposed on the existing car park site. We think that siting the community centre directly adjacent to the sports field would greatly improve views and accessibility.

Yes, there is certainly flexibility. The Design Brief says, 'The playing field car park should be regarded as part of the site to be included within the Community Centre development' (2.1, and see also 2.2).

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1. The Instructions to Tenderers document notes that returned tenders must include the following but I could not find them in the attachments:

- The specification including all required responses

Reference should be made to the Design Brief, 2.2 to 2.4 There is a need to show that the items specified have been answered and included.

- The Pricing Schedule, completed

We are not providing a Pricing Schedule, and prefer to leave it to the professional judgement of tenderers, having regard for Design Brief, 2.4

2. Is it possible to tender alongside another architect working in collaboration?

There is no obvious reason why not, providing responsibilities are clear

3. Should we identify further consultants (structural engineer, landscape architect etc.) in our submission?

Yes; and please show their estimated fees separately, if possible.

4. Please confirm the overall budget is £1.5-2mil.

We have taken advice that it is best not to quote a construction budget, otherwise all tenders for construction tend to cluster around the same figure.

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I have some follow up questions if you don't mind.

- Is a Quantity Surveyor required in the design team or will someone be employed by the council directly?

The Council will not be employing a QS directly.

- You noted that sub consultants fees should be noted separately below. Could you clarify if this should be separate from the tender figure or itemised within the tender figure?

The important point is that the architectural fees are shown, and that the consultants' fees are shown separately. A total of the two would then be available.

- Could you confirm that you require a lead consultant who employs all necessary sub-consultants or is there a preference for direct appointments between the client and each of the design team / consultants?

We would like you to include for all necessary consultants, on the basis of your expertise and experience.

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Please could you kindly provide the pricing document for the above tender as I am unable to find this.

We expect tenderers to provide their own pricing document.

Also, could you confirm if we raise clarifications via this email?

Yes, that it correct.

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We are interested in submitting a bid to provide our services for the proposed community centre opportunity and wanted to make you aware of our interest in case there was a separate process we needed to follow that wasn't on the tender portal.

For the moment we are assuming, as per the tender instructions, that we only need to provide and submit our proposals directly to you, via email by noon on the 12<sup>th</sup> July – please let us know if there is anything else we need to do.

You are correct.

I look forward to receiving your tender before midday on 12 July 2024.

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Thank you for the below confirmation, we have couple of queries regarding the extent of the fee quotation that we hope you can clarify for us.

I have broken down our queries as follows:

## 2.4 Quotation

A fee quotation should be submitted for the full **design, project management and completion** of this facility in accordance with the RIBA Stages of Work 2020. It should be presented in the following format:

The highlighted/underlined above suggests as well as 'Architectural fees' – fees for 'Project Management' will be needed?

Yes please.

Are we to engage a PM and provide fees for those services?

Yes please.

Is there a requirement for structural / civil engineering and building services MEP fees as part of our submission?

Yes please.

What is the Parish Council's intended approach for appointing other design team members / additional consultants?

We would prefer if the appointed architects use their experience and expertise in appointing other team members.

1. Outline proposals for a potential scheme, including basic sketches of the vision for the development. - Understood
2. Potential cost parameters for the scheme. This suggests we will need to engage a Cost Consultant / QS? Should we engage as part of our team and provide fees for CM/QS services across the RIBA stages?

Yes please

3. Fee proposals associated with the scheme, which should be broken into the following stages: [Understood](#)

- a. RIBA Stages 0 to 2.
- b. RIBA Stages 3 & 4.
- c. RIBA Stages 5 to 7.

4. Consultation with the clients regarding the choice of contractor. – [Can you please clarify what is expected here..?](#)

We will want to draw on the experience and expertise of the successful tenderers in appointing contractors, bearing in mind that of course they will need to work closely together. The exact form of the consultation will be defined later. We are asking now for tenderers to be aware of the requirement and to include for it.

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We have a couple of clarifications we would like to raise:

- Can you please confirm the construction budget you have

We have taken advice that it is best not to quote a construction budget, otherwise all tenders for construction tend to cluster around the same figure. Funding will be through S106 agreements, other grants and a Public Works Loan

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- Can you please confirm you are looking for a full design team, including structure, civils, MEPH etc?

Yes. Please give a quotation for architectural services and a separate quotation for other consultants.

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- Can you please confirm what you are expecting for us to prepare for this part of the submission, please? Do we need a contractor partner?
  - 4. *“Consultation with the clients regarding the choice of contractor.”*

No. When we have made an appointment for architectural services, we will be going out to tender for contractors. We will consult with the appointed architects., who of course will need to work closely with the contractors.

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Thank you so much for your responses, really appreciated.

Following on from the Questions 5 & 6 – we understand that the quote you are looking for, between £75,000-£200,000, is for architectural fees only. On the upper end of this we think this looks broadly right in terms of the scope of works. We assume that as client you will be appointing the other consultants directly. Is there a budget for the other consultants works? We envisage a core team of MEP Engineer, Structural Engineer, Cost Consultant and any further appointments for planning purposes eg. Acoustics, transport etc.

Thank you for your further query. We do not have a specific budget for other consultants. We do not anticipate appointing other consultants directly, but would prefer if that was done by the successful tenderer for architectural services, based on their knowledge and experience, since of course it will be necessary to work closely together.

I hope this helps.

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Thanks for clarifying to . . . I wanted to write to cover off the crux of what we are asking.

In principle, we would prefer the consultants you will need to be appointed by the client as this is the standard approach. We can appoint consultants on your behalf but will need to set aside a budget for creating back to back appointments and for managing them as their 'client'. Ultimately, if we appoint the consultants on your behalf, this will cost you more money.

For this project you are going to need a consultant team. As a minimum, the core team is likely to include:

- Architect (as lead consultant and architect)
- Structural engineer (to design the structural elements)
- Civil engineer (all drainage items below ground (sewer connections etc)
- M&E engineer (building services inc lighting, heating, ventilation etc)
- Quantity Surveyor (cost management)
- Principle designer (for CDM)

As a rule of thumb, the cost for appointing the base team should be in the realm of 15-22% of the construction value for a project of this type and size. On the basis the building appears to be around 600sqm, this could equate to a construction budget of circa £2,100,000 to say £2,700,000 (ex vat). As such, the overall consultant fees for the core team is likely to be around £390,000 ex vat (based upon the mid line).

Within the scope of the project, there are going to be other appointments that you will also need to make, some to cover planning reports (surveys, landscape? Arboriculturist, Acoustics etc) and others to deliver the project (Contract administrator, Approved Inspector for Building Regulations etc). You are also going to need to budget for fees for submissions (planning etc).

We are really interested in taking part in the process and helping you with the project however we think it is important to create clarity over what is being asked of each party and to make sure you have sufficient budgets set aside for the project. Based upon the brief figures for fees in your document (£75,000-£200,000) it can only be assumed that this covers the architects fees only.

If this is the case, this clarification really should be made to all. We would then be able to put together a bid. Without this clarity, you are going to get wildly different bids and you could easily attract significant costs further down the line as the scope being tendered is not clear.

Once appointed, the winning architect can then help you competitively procure the services of the other consultants. Where could then be appointed by you directly or via the architect under a separate appointment.

Can you let me know if this is acceptable to you. I am really happy to talk this through with you if that helps, regardless of whether we submit a bid or not. Undertaking projects is complicated and there is a lot to take in. With the openness of the bid, there is a chance you could end up in quite a lot of difficulty!

Thank you for your email, the contents of which are noted.

It remains our preference that the successful architects should be responsible for appointing other consultants, since they will have the relevant knowledge and experience.

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For clarity – does the fee cap include all the other consultant, surveys, submission costs etc or is this for architects only?

We are happy to appoint others however we do not believe it is responsible to cover the costs and the risk this covers! These could be agreed with you after appointment.

Can you please confirm

The fee amount stated is for architectural services.

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Are you able to please provide any clarity on how or by whom the applications will be assessed?

Tenders will be assessed by a small group drawn from the Community Centre Committee, in accordance with the principles laid down in the Contracts Finder website. One member of the group has specialist knowledge of the area. The evaluation criteria are as given in the Instructions to Tenderers, 6.1.

I hope this helps.

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Is there any further guidance on the evaluation of the tenders, in terms of weight given to the listed judging criteria?

As stated in Instructions to Tenderers, 6.1, the evaluation criteria will all be given equal weight.

Who are the members of the Evaluation Panel in addition to the (minimum) two members of the Parish Council?

The panel will consist of members of the Community Centre Committee, one of whom has extensive experience of the tendering process for major contracts.

Can you provide accurate 'red line' site boundaries? The marked-up drawing does not include the car park onto the playing fields, nor the car park or full extent of the land in front of Southfield Close, which looks like it would included?

As stated in the Design Brief, 2.1, the playing field car park should be regarded as part of the site. The land in front of Southfield Close is the area given for the project as part of a S106 agreement.. A drawing is of course necessarily at a much reduced scale, but please see the attachment.

The vehicular access will be a major determinant in the design, and the brief suggests uncertainty over what is possible. The current car park is accessed from Leigh Drive. Is there any reason why this would not be possible for the new building? Is Leigh Drive an adopted Highway?

Our uncertainty is over the best means of access, and the best orientation of the new building. As stated in the Design Brief, 4, access is potentially available via Southfield Close, or Leigh Drive, or both. Leigh Drive is an adopted highway.

Are you taking independent advice from a QS on the potential costs of the submitted schemes? The 'cost parameters' of the project vary widely at an early stage, as you know from the preliminary work you have done. It doesn't seem sensible to ask tenderers to cost their schemes unless the costs are submitted by a QS, as some tenderers will give low figures to win the contract.

We are aware of the danger to which you refer. We have taken independence advice as to the anticipated cost per square metre of a building of this type.

Is the project to be procured through a Traditional Contract, or Design and Build?

Traditional

If it is to be a Design and Build contract, what is the Scope of work required for architects in Stages 4 to 7?

N/A

It is more usual to break fees down into the following stages:

- a. RIBA Stages 0 to 2.

- b. RIBA Stage 3
- c. RIBA Stage 4
- d. RIBA Stages 5 to 7.

Is there any reason why you have requested Stage 3 and 4 together?

No. If you prefer to submit them separately, that is perfectly acceptable.

As part of the submission you have requested “Consultation with the clients regarding the choice of contractor”; could you elaborate on what is required?

We will want to draw on the experience and expertise of the successful tenderers in appointing contractors, bearing in mind that of course they will need to work closely together. The exact form of the consultation will be defined later. We are asking now for tenderers to be aware of the requirement and to include for it.

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Apologies, I’ve just opened the ‘red line boundary’ drawing; this is the same drawing as is in the tender documents.

This is an inaccurate drawing and makes little sense; The red line includes only some of the car park area which renders the car park pretty useless; if the new building is built within the red line as shown it means the remaining land around is another ownership, making access poor and options limited.

The County Council/ developer must be able to provide an accurate site plan? Who drew the red line on the drawing you’ve sent? Perhaps I could speak to them?

I am sorry if this is still unclear. A plan is of course much reduced as compared to conditions on the ground. I can only repeat what is said in the Design Brief, 2.1:

## 2.1 Location

An area of land in Southfield Close, off Stansted Road, Elsenham, measuring 72.5 metres X 26.5 metres, has been provided under the terms of a S106 agreement and is dedicated for the Community Centre. The land is now in the ownership of the Parish Council. It adjoins the playing field car park to the east, which is also owned by the Parish Council, with access from Leigh Drive, off Stansted Road. The playing field car park should be regarded as part of the site to be included within the Community Centre development. Service connections are available from Southfield Close.

The playing field car park is all the land at the Leigh Drive entrance where there is hard surfacing, and none of the land which does not have hard surfacing.

It would probably be helpful if you were able to visit the site.

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## Outline proposals



I understand we need to submit outline proposals including sketches / visuals for the tender. Is there a format or a maximum number of pages for this ?

No; we prefer to leave this to the discretion of tenderers.

#### **Cost parameters**

What do you mean by this requirement ? Do we need to estimate the construction cost of the proposed design at this stage ? Or is this a written submission on how we would control cost throughout the design process ?

The anticipated range of the expected cost of the building if we adopt your proposals

#### **Choice of contractors**

What do you mean by consultations with the clients regarding the choice of contractor ? Is this a written submission on how we would support you appointing the right contractor for the job ?

No. We will want to draw on the experience and expertise of the successful tenderers in appointing contractors, bearing in mind that of course they will need to work closely together. The exact form of the consultation will be defined later. We are asking now for tenderers to be aware of the requirement and to include for it.

#### **Design team**

Are you looking to only appoint the architect through this tender or the full team (quantity surveyor, structural engineer, MEP engineer, etc) ?

We would like to appoint the full team. If you are able to do so, please include in your tender for the other members of the team, given separately.

#### **Site visit**

I am assuming the site is accessible and can be visited at any point ?

Yes

~~~~~  
I came across the above job on Tenderstream, but I am struggling to find some of the documents that need to be submitted –

- The Specification Including All The Required Responses

This is not a separate document. It relates to the need to show that the requirements set out in the Design Brief have all been followed.

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- The Pricing Schedule

We are not providing a Pricing Schedule, and prefer to leave it to the professional judgement of tenderers, having regard for Design Brief, 2.4

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Please could you point me in the right direction.

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Are there any 'quality questions' we need to answer? I can't find where these are.

Thanks for your query.

No, there are no quality questions.

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We are interested in submitting a tender for the above project. Could you please clarify a few of our queries outlined below:

1. The tender invitation is an "Invitation to Architects". Could you please confirm that you are therefore not expecting other design team members to be included within this tender submission, such as engineering; landscape design; access consultant; fire engineering etc.

We would like other design team members included, shown separately.

2. Could you please clarify Item 4 of the tender submission details (Architects Design Brief p.5), which states "Consultation with the clients regarding the choice of contractor". How is this to be included in the tender submission? Are you just looking for a fee for this element of work?

We will want to draw on the experience and expertise of the successful tenderers in appointing contractors, bearing in mind that of course they will need to work closely together. The exact form of the consultation will be defined later. We are asking now for tenderers to be aware of the requirement and to include for it.

3. Could you please clarify what you are expecting by way of "potential cost parameters" (item 2 of the tender submission requirements). Are you looking for a breakdown of approximate construction cost here? Is there a particular level of detail that you would like to see?

We do not have any particular level of detail in mind, and are content to leave that to the discretion of tenderers.

4. Are there any formatting or page limitations to the outline proposals requested?

No, subject to their being sent and received by email.

5. Could you please issue a list of all queries received and the answers provided, so that we may have full understanding of the tender submission requirements in line with other prospective tenderers.

A separate email is pending.

5 July 2024