



## **Invitation to Tender**

# **Torpoint Lower Fore Street Community Building Feasibility Study**

## **1. About the organisation**

1.1 The organisation responsible for the creation and issue of this invitation to tender is:

Torpoint Town Council  
1-3 Buller Road  
Torpoint  
Cornwall Council  
PL11 2LD Tel: 01752 814165, [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk)

1.2 Torpoint is a friendly community that has risen in popularity over the past 20 years. It developed at the turn of the 18th century around the growing service across the River Tamar and has therefore become the gateway to the picturesque peninsula of South East Cornwall.

1.3 The history of Torpoint goes back some 270 years - not very long in comparison with many other local towns and villages. One of the first mentions of Torpoint is an old print of the Hamoaze dated 1734. It shows two men leaning against a millstone which has the words 'Tarr Point' carved on it. There is also a mention in Antony Church records dated 1745.

1.4 Torpoint ferries have been operating since 1791 with the first chain ferry in 1834. There have been several modernisations since then and Torpoint can now boast the world's largest chain ferries.

1.5 St John's Lake is part of the tidal estuary of the River Tamar. It is an outstanding wintering spot for the waders and wildfowl as well as being a stopover for migrating gulls and terns.

1.6 Torpoint's proximity to St John's Lake and Plymouth Sound has encouraged the development of its thriving sailing community. The open tidal waters provide the challenging conditions enjoyed by sailors and windsurfers alike.

1.7 HMS Raleigh, situated on the outskirts of Torpoint, is a Royal Navy training establishment for all ratings, it also is the home of the Band of Her Majesty's Royal Marines (Plymouth). HMS Raleigh has figured prominently in the community since it was originally commissioned in 1940.

1.8 The twin villages of Kingsand and Cawsand lie on the Cornish side of Plymouth Sound with Maker & Rame close by. Mount Edgcumbe House and Park are also in the same vicinity. Torpoint's neighbour and old rival Millbrook nestles at the head of Millbrook Creek and was a centre of industry for a considerable number of years.

## **2. Background and Context**

2.1 Torpoint is the principal urban area (population of 7.5K) for the Rame Peninsula, providing the area's main convenience retail offer, some comparison shopping, a local

food and drink offer and minor community and leisure facilities. There are key visitor attractions on the peninsula including Mount Edgcumbe House and Park, Antony House and Gardens and the villages of Cawsand and Kingsand.

2.2 Torpoint is one of four key arrival/departure points for visitors to Cornwall. This development site represents the first/last impression of visitors to Cornwall through this gateway. The site represents the Town centre and is the focus for mixed use development and public realm enhancement. The change is important to underpin regeneration throughout the wider town and creates the link between the waterfront and the high street. It is at the centre of 'A Vision for Torpoint' (Enclosure 1), which was published in March 2016 and is the basis for the Economic plan and the Neighbourhood Plan. A copy of the Neighbourhood Plan for Torpoint in its current state, although this is currently undergoing public consultation, is at Enclosure 2. The next phase of the development is pivotal to the success of the Neighbourhood Development plan and as such conformity with the plan is essential.

2.3 This project represents the second phase of redevelopment for the town with the first phase of moving the police out of and demolishing the current building on the site firmly underway. This is being achieved through grant funding from the One Public Estate and the Brown Field Release Scheme. Figure 1 below indicates the area under consideration for development outlined in purple. The adjacent road known as Hooper Street to the North of the development could also be considered within the development should it be required. The Project will constitute a combined community and housing development overlooking the River Tamar, adjacent to the Ferry Lanes and at the base of the main shopping street in the Town

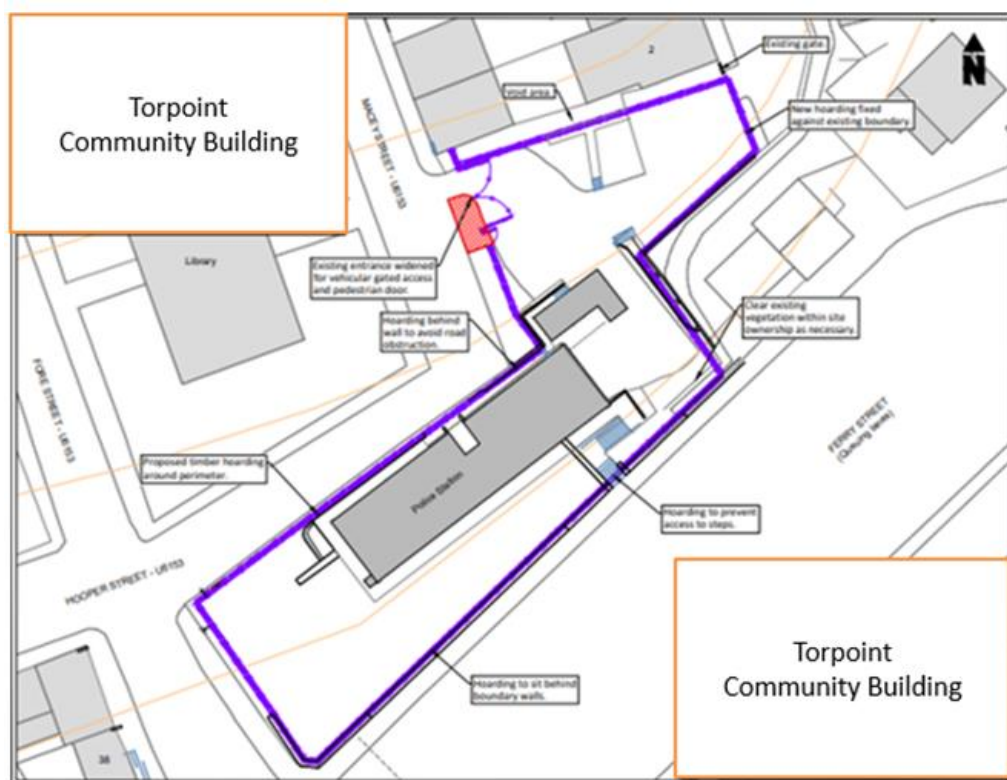


Figure 1: Torpoint Development Site

2.4 The development of the site will include a community building which is to be sited in the area. The Community Building is to be a multifunctional building and designed

to maximise its occupancy and use throughout the time it is open. It should facilitate the provision of visitor and transport information, work space (hot desks) for both town and Cornwall officers, incorporate the existing library, café, gallery, art and creative studios, office / business start-up units for rent as well as flexible work space for all sector use. Importantly the community / business areas will also provide access to Superfast Broadband (Torpoint has a limited access to internet in this area of circa 80%). The space should also be designed to encourage its use and hire by educational, health and welfare organisations.

2.5 The delivery of a community building and housing has at its core a desire to help restore a sense of pride in Torpoint creating a visible focus for the town and bringing to life the vision that Torpoint has had for the last ten years. It will help restore belief in the Town's future, its leadership and generate jobs, build a stronger community and reduce the departure of the younger population seeking better opportunities. The facility will support networking and a creative mix of people from all ages enabling development, increased skills, stronger community and a more prosperous future for all. Importantly it will also enable people of all ages to mix, generating an environment that will help with the increased levels of loneliness identified in Torpoint.

2.6 Under an agreement with Department for Levelling Up, Housing & Communities and a requirement of the One Public Estate (OPE) Funding there is a requirement to provide housing with a proportion of that housing being affordable within the area outlined in Figure 1. One of the key outputs will be to understand the mix of housing that could be provided within this site as part of the development. This then will clarify the requirements for the next phase of development. This community building will release the current library for demolition and as a result the next area of land to deliver some of the housing and some of the aspirations for a wider scheme.

2.7 The focus must be on the ability to deliver a development with the community building at its centre with a clear understanding of potential cost. This report will support Torpoint and help them manage their way through local government funding and the design and feasibility must reflect this. It may be that the site is developed as a number of buildings rather than one expensive large building and the feasibility study seeks to better understand this position.

2.8 The aim of the feasibility is to determine the size, location and design of a solution to the key requirements that the town has and enable economic growth and regeneration. An understanding of potential costs, risks, issues and opportunities to allow an initial design to be created, with an understanding of delivery routes and delivery costs. It is highly likely that the feasibility study will be used as the main evidence in any future bids for central government funding for example a bid under Levelling up Funding Round 3. As such the report should be sufficiently detailed to enable a bid of this nature.

2.9 The ITT is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

### **3. Tender requirements**

3.1 Whilst the overall site is a significant development this quotation seeks to complete the feasibility study for the new community building(s) at the lower end of Fore Street on the site as depicted in Figure 1 (Blue area). The aim is to understand the site, its opportunities and the routes to the delivery to enable the requirements of the OPE funding and the needs of the Town.

3.2 The tenderer is to supply a RIBA 2 Feasibility study for this area of land which provides a design or designs for a built solution which may be for a singular or multiple buildings with no more than 4 storeys in height and include:

- a. Sustainability strategy with energy use / cost being as low as possible
- b. Outline specifications
- c. Outline maintenance and operational strategies
- d. Preliminary cost information
- e. Potential delivery routes
- f. Outline programme for delivery (under an NCE contract)
- g. Construction Strategy
- h. Site overlay including spatial overlay and suggested arrangements
- i. Feasibility of delivery, Risks, Issues, Dependencies and Opportunities
- j. An overview of how this might fit into a greater scheme involving the building of accommodation and car parking in the remainder of the area in Figure 1.

3.3 The tender should contain Cost Breakdown for delivery by task and member of staff.

3.4 The tender should also provide materials suitable to be displayed to the public as part of any consultation Torpoint Council might wish to undertake.

#### **4. Budget**

4.1 The total maximum budget available for this commission is £65,000.00 (exc VAT), but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

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 from the date of signing the contract until the 9<sup>th</sup> February 2024. The timetable for submission of the tender, completion of the programme is set out below.

<b>Milestone</b>	<b>Date</b>
Date Invitation to Tender (ITT) available on Contracts Finder	3 October 2023
Last date for raising queries	1700 11 October 2023
Last date for responses to clarifications to queries	12 October 2023
Deadline to return ITT	1200 2 November 2023
Evaluation of ITT	3-6 November 2023
Evaluations reviewed by Town Team Project Board and recommendation made	7 November 2023
Award of Contract	16 November 2023
Start Meeting	20 November 2023
Draft ready for review	2 February 2024
Final Report Submission	9 February 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 Torpoint Town Council 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. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
  - ii. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
  - iii. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
- d. Conflict of interest statement.

### **6.2 Examples of three other similar projects that have been completed that demonstrate the ability and experience of the team being proposed (one side**

of A4 maximum per example). Please focus on the mixed use nature of the scheme and the cost / route for delivery.

- 6.3 CV's of all relevant members of the team (one side of A4 maximum per CV).
- 6.4 Programme of work. Clear articulation of exemptions.
- 6.5 Breakdown of expected costs and budget.

## **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 Torpoint Town Council.

## **8. Conflicts of Interest**

8.1 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 Torpoint Town Council 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.

8.2 Receipt of this statement will permit Torpoint Town Council 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**

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

[clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk) in accordance with the Tender and Commission Timetable in section 5.

9.2 Responses to clarifications will be anonymised and uploaded by Torpoint Town Council to Contracts Finder and will be viewable to all tenderers.

9.3 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 Torpoint Town Council 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 Examples of similar work	30
Examples of three other similar projects that have been completed that demonstrate the ability and experience of the team being proposed (one side of A4 maximum per example).	
Ref 6.3 CV's, capability and capacity	20
CV of all relevant members of the team being proposed to provide the contracting authority with confidence that the tenderer has the capability and capacity to deliver the work in the time frame required (one side of A4 maximum per CV).	
Ref 6.4 Programme of work	30
Programme of work to deliver the required feasibility report in a practicable and realistic manner to achieve the required dates. All exemptions should be clearly articulated. The report should be completed in a PDF format.	
Ref 6.5 Breakdown of expected Costs & Budget	20
<p>A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses. All extra fee's &amp; exclusions should be clearly articulated.</p> <p>Any indication of added value should be clearly explained.</p> <p>The lowest bid will be awarded the full 20 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 = 20 x lowest bid / bid.</p>	



## 11. Assessment of the Tender

11.1 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.

11.2 During the tender assessment period, Torpoint Town Council 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.

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

## **12. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the attached Torpoint Town Council standard Financial Regulations. (See Enclosure 3 – Section 11. Contracts).

## **13. 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: As per Section 5

Emailed tenders should be sent electronically to [tender@torpointtowncouncil.gov.uk](mailto:tender@torpointtowncouncil.gov.uk) with the following message clearly noted in the Subject box; 'Torpoint Lower Fore Street Community Building Feasibility Study'

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

## **14. Disclaimer**

14.1 The issue of this documentation does not commit Torpoint Town Council 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 Torpoint Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Torpoint Town Council and any other party (save for a formal award of contract made in writing by Torpoint Town Council or on behalf of Torpoint Town Council).

14.2 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 Torpoint Town Council or any information contained in Torpoint Town Council'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 Torpoint Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

14.3 Torpoint Town Council 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.

14.4 Cancellation of the procurement process (at any time) under any circumstances will not render Torpoint Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

**Enclosures:**

Enclosure 1 Torpoint Vision

Enclosure 2 Neighbourhood development plan (draft)

Enclosure 3 Torpoint Town Council Financial Regulations