**TENDER FOR MULTI-DISCIPLINARY ARCHITECTURAL AND PROJECT MANAGEMENT SERVICES**

**Included in this pack:**

* Job Specification
* Copy of the Council’s Management of Contractors Policy including details of Health and Safety Requirements
* Copy of the Council’s Quotations and Tenders Policy
* Return Sheet

**Please return to the Council in the envelope provided:**

* The Return Sheet completed with all sections you would like to quote/tender for
* Contractors Initial Questionnaire from the Management of Contractors Policy

All paperwork must be received, in a sealed envelope marked ‘Tender for multi-disciplinary architectural and project management services’, in the Council Office by 12 noon on Friday 14th May 2021. The paperwork can be posted or hand delivered.

Illogan Parish Council reserves the right to obtain references and complete Companies House or other relevant searches.

If you have any queries please do not hesitate to contact the Clerk, Sarah Willsher, using the above contact details.

**TENDER FOR MULTI-DISCIPLINARY ARCHITECTURAL AND PROJECT MANAGEMENT SERVICES**

**Objectives**

To provide multi-disciplinary architectural and project management services from design to completion of a Parish Council Office and meeting space at Illogan Park, An Vownder, Illogan. All build types including modular, traditional and non-traditional methods (such as prefabricated offsite units) need to be considered.

It is anticipated that the building will be single storey, around 45 x 25 ft, include office space, meeting room, kitchenette, toilet facilities, disabled access and will be in keeping with the local area.

**Description**

Illogan Parish Council are seeking a priced proposal to deliver the works and services and naming the “competent persons” to be allocated.

* Confirm the requirements of the Parish Council (floor areas, outline appearance, boundaries, access and egress, etc).
* Provide a scheme Design/Options and budget costs for consultations with you.
* Finalise the scheme design and seek your approvals
* Planning Application support.
* Detailed Design and Building Regulations
* Drawings and Specifications for a JCT Form of Contract (without quantities)
* Confirm with the Council a Tender submission and Tender List.
* Issue tender including on Contract Finder, advise on contractor appointment.
* Oversee Construction and sign off.
* Throughout, act as the Project Manager and Principal Designer under the CDM Regulations

**Specifications**

All works must be completed in line with national guidelines and by suitably qualified and insured persons. Contractors must have an up to date and valid waste carriers licence, appropriate equipment and machinery, be able to satisfy all appropriate health and safety requirements including COSHH, CDM Regulations etc and all appropriate competency certificates. The successful contractor must provide copies of Professional Indemnity Insurance to £1m minimum.

**TENDER FOR MULTI-DISCIPLINARY ARCHITECTURAL AND PROJECT MANAGEMENT SERVICES**

**Return Sheet**

|  |  |
| --- | --- |
| **Company Name:** |  |
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| **Contact Name:** |  |
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| **Company Address:** |  |
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| **Company Email Address:** |  |
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| **Company Telephone Number(s):** |  |
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| **I confirm that I am able to comply with all Health and Safety Requirements** | Y/N |

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| **Please explain how you will complete the work:** | | |  |
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| **Please provide details of three other places you complete similar work:** | | | |
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| **3** |  | | |
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| **Please provide the name and contact details for three referees:** | | | |
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| **1** |  | | |
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| **Costs:** | | |  |
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| **Description** | | **Cost** | **Frequency** |
|  | |  |  |
| **Confirm the requirements of the Parish Council (floor areas, outline appearance, boundaries, access and egress, etc).** | | **£** |  |
| **Provide a scheme Design/Options and budget costs for consultations with you.** | | **£** |  |
| **Finalise the scheme design and seek your approvals** | | **£** |  |
| **Planning Application support.** | | £ |  |
| **Detailed Design and Building Regulations** | | **£** |  |
| **Drawings and Specifications for a JCT Form of Contract (without quantities)** | | **£** |  |
| **Confirm with the Council a Tender submission and Tender List.** | | **£** |  |
| **Issue tender** **including on Contract Finder, advise on contractor appointment.** | | **£** |  |
| **Oversee Construction and sign off.** | | **£** |  |
| **Throughout, act as the Project Manager and Principal Designer under the CDM Regulations** | | **£** |  |
| **Other costs – please specify** | |  |  |
|  | | **£** |  |
|  | | **£** |  |
|  | | **£** |  |
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| **TOTAL:** | | **£** |  |

**I confirm that the above information is correct and that I am authorised to submit this return sheet on behalf of the company:**

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| --- | --- |
| **Name:** |  |
|  |  |
| **Position:** |  |
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| **Signature:** |  |
|  |  |
| **Date:** |  |