

**RADFORD HOUSE, RAMSGATE**

**TENDER QUERIES - ARCHITECT**

**ISSUE NR 1 - 26.08.2022**



Ref	Clarification/Query	Response
1	We note the strong emphasis on design fees being fixed, whilst the budget and scope is not fixed. We cannot accept this level of risk. However we would be prepared to fix fee as long as value does not vary by, say +/- 15%? Is this acceptable to your client.	Consultants are to provide a fixed fee based on the currently proposed budget and then any necessary clarifications regarding variation of works value if they wish.
2	The project may now need to comply with 2022 Building Regulations – has any cost allowance been made for this, regarding energy, overheating, fire, etc?	All current legislation must be complied with within the budget
3	Please outline the current immediate repairs work required and whether this has been allowed for within the current budget.	Immediate repairs are now to be outside of this appointment
4	I can't seem to find anywhere on the documents on how to submit our bid. Please can you advise if this is to be sent to you via email?	All required documents are to be sent to dan@apcost.co.uk and cc andrew@apcost.co.uk
5	Should the submitted tender price exclude further investigations including (but not limited to) those recommended on p63 of the RFS condition survey report?	A new survey will be available at the time of the appointment. Please exclude further investigations
6	Have any of the listed further investigations in this report been carried out?	Some have but please exclude
7	Are drawings available in DWG format...what is their level of accuracy?	No and not known
8	Are separate appointments direct to the Council to be made for an MEP and structural engineer?	Yes
9	Will the architect be expected to lead the design team?	Design co-ordination to be lead by Architect and PD, general oversee of team by PM. I.e. progress meetings and minutes by PM. Architect to lead DTM's.
10	Should the architectural appointment include for carrying out the urgent repair? Is it envisaged that LBC will be needed for these works?	See item 3
11	Is the scope of the urgent works defined and specified? does this need to be reviewed and updated?	See item 3
12	Is there a cost plan for the project which is available for inspection?	No
13	What form of contract will be used for the appointment of the architect?	RTC have requested suggestions from relevant consultants.
14	Which members of the previous design team will be retained?	None, all of which are required to re-tender if they wish to be considered for the project.
15	What is the envisaged project programme?	Commencement of design works are TBC by availability of each tendering consultant as per the ITT, it is predicted commencement of works on site November 2023. All subject to receipt of availability and lead-in times. The Client is keen to save time where possible and would appreciate the input of consultants in order to achieve this.
16	Where should the final tender submission be sent to / uploaded to?	All required documents are to be sent to dan@apcost.co.uk and cc andrew@apcost.co.uk
17	Who are the incumbent design team?	Currently only consultant to be appointed is PM team, AP Cost Consultants
18	Should Principal Designer fees be included within our Architects fees?	Principal designer fees should not be included with Architect fees, please see the separate tender relating to the principal designer role which can be found on Contracts Finder. Any commercial benefit associated to the appointment of a company to oversee both PD and Architect roles, should be reflected within the submission of either tender.
19	Do you have a statement of significance or a condition report for the building already?	Please see additional attachment, Radford House condition survey as referenced in 'Counterculture' document. Please note, this document is to remain confidential.
20	Will all clarification questions and answers be circulated or will these be answered on an individual basis?	These are to be circulated to all tenderers
21	What stage of development is the Business Plan and when will this be made available? We note the instruction document outlines that this will 'inform the requirements of the design' so some clarification on this would be useful to outline our approach.	At the time of appointment there will be a first draft

22	We noted the proposals prepared by del Renzio and del Renzio appear very competent, will dR&dR be considered for this role? if not, can you provide any clarification as to why the client will not be continuing with dR&dR? We also noted the heritage statement prepared by Fiona Raley Architecture – will they continue on the design team (alongside Standard Heritage as historic building surveyor?) - a general summary of the current project team and roles would be very useful, similar to the table provided in the superseded counterculture feasibility study.	dR&dR are not currently appointed by the Client, however are able to tender for the Architect role should they wish. Currently the only members on the project team are AP Cost Consultants and Standard Heritage as Project Managers. All other roles are currently being tendered
23	Would RTC consider utilising the rear land for further development/external use?	Not part of this appointment
24	What site surveys and reports are currently in place? (e.g. structural, drainage/underground services CCTV, measured survey, geotechnical, ecology, asbestos) and what is the programme for the remedial work required?	Not currently available
25	When will the consultancy agreement in Appendix C be provided?	RTC have requested suggestions from relevant consultants.
26	What days/times are site visits being arranged? We would be keen to visit next week if possible.	Please contact dan@apcost.co.uk regarding site visits, these can be arranged anytime depending on availability
27	Please can you advise if you need copies of the insurance certificates to be included in the bid?	Copies are not a requirement, confirmation only.
28	Also, if a copy of our Professional Indemnity insurance certificate is required, pls can you advise the value?	Copy not required, please confirm the value you hold.
29	Do you also require copies of our last 3 years full accounts or just an extract to advise on our turnover?	Just confirmation will suffice, all answers are taken on a trust basis.
30	The document says: “the Client’s Project Manager, over the next month will be sourcing other design team members in association with this exciting scheme.” – Could you please clarify which design team members will make up the rest of the design team (i.e. Structural Engineer, M&E, Landscape?)	Architect, Structural and Civil Engineer, MEP consultant, Quantity Surveyor/Contract Administrator, Principal Designer and Building Control Inspector shall make up the project / design team.
31	We would be interested in visiting the site at some point next week. Could you please let us know the next steps to organise a site visit? Are there specific dates organised or is it on a case by case visit?	Please inform dan@apcost.co.uk as to when you wish to visit site, he shall try accommodate based upon availability
32	I have read the tender documentation, and I am encouraged to see that submissions from sole practitioners will be considered. In the submission requirements however we are required to give details of team members, number of employees and turnover. My practice is relatively new (2 years) and uses occasional temporary staff for larger projects - established but not permanent team members. As an architect with 20+ years experience including extensive conservation/heritage work would you think it worthwhile tendering on this basis?	Sole practitioner's are encouraged to tender and should refer to the ITT for requirements of submission and how submissions are evaluated.
33	If you do think it is worthwhile, could you please list the existing design team members (disciplines) that the architect is expected to work with?	Only existing members are APCC as PM, RTC are tendering for Architect, SE/CE, MEP consultant, QS/CA, PD and BC Inspector
34	Would it be possible to let us know if the bid is just for an architect or if we are able to team up with a heritage consultant as part of it?	The bid is just for the role as Architect on this project, we have a heritage consultant onboard within the PM team