



## Launceston Library Hub Design Concept

Q&A dated 22/01/24

The following statements have been collated from questions submitted to the council by prospective tenderers. The format is to ensure information is presented in an anonymised form.

Any additional questions or queries should be forwarded to:

Chris Drake (Launceston Town Clerk)

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01566 773693

1. The whole project is in 2 phases:
  - i. Launceston Library Hub Design Concept (the current tender)
  - ii. Construction (future tender)

This first phase is described on page 7 of the tender document and relates to an empty former bank. The building's accommodation includes a basement, ground floor and 2 further floors which equate to a GIA of 434m<sup>2</sup>, excluding the basement area.

At the tender stage, the council not expecting concept drawings for the new facility but rather evidence of previous similar projects under taken by your business. This allows the town council, as the client, to assess submissions and select a supplier. It is anticipated that the successful tenderer would be the sole supplier, but is likely to engage specialist sub-consultants and comply with the relevant RIBA contract(s), such as *Sub-consultant professional services contract 2020*

By the end period of this contract, and, following the consultation, the council hopes to be at RIBA stage 4, to include the following:

- Concept plans/designs which meet the initial output specification
- Any necessary permissions in place including planning and Building Regulations in general etc.
- Change of use if relevant
- Listed building approval (Nb it is only graded as 2)
- Other relevant permissions such as those concerning structural changes

**However, because of possible time constraint, full planning permission may not be in place by the August contract deadline.**

It is expected the supplier will have at least undertaken engagement with Cornwall Council to establish relevant Planning Performance Agreement(s) PPAs, with the project moving towards seeking planning approval. Possible delays would be identified, post contract



award, and through the regular monitoring process and the assessment of any unexpected delays caused by a third party.

The council is unaware of when the last condition survey was undertaken but a valuation, by Cornwall Council, was undertaken in October 2023. The entire project is being funded by Cornwall Council and this funding has already been secured. It should be noted that Launceston Town Council is the owner of the property.

2. Anonymous Submissions

This relates to the Localism Act 2011 and specifically ‘pretermination’. Councillors, who will form the selection panel, must not make decisions prior to a meeting or base their decisions on any preconceived ideas from previous experience of a particular company; either positive or negative. Sections 9, 10 and 11 contain identifiable information which will be removed by officers prior to the selection meeting. Earlier sections should be anonymised and if required, please simply redact titles etc as appropriate. The council appreciates tenderers’ support in this matter.

3. The final concept proposals will be based following a broad consultation process and the tender document specifies an ‘agreed methodology’. Whilst this is open for interpretation, the council has previously used a ‘grounded theory’ approach which has proved successful. It is anticipated that the consultation process will include, LTC councillors and officers, Cornwall Council, community engagement and other key stakeholders. The council will assist in the facilitation of the consultation by providing a venue(s) (town hall/library/town square etc.) as well as allowing the use of its social media platform.
4. The reference to ‘costs’ relates to the estimate cost of the construction and refurbishment **not** this tender. This would be discussed with the successful tenderer following the contract award. The council is keen that the successful supplier’s concept proposals are costed to ensure outputs are achieved within budget. The anticipated build cost is circa £750k excluding an appropriate contingency element. This would be discussed at the initial supplier client meeting
5. It is anticipated that phase 2 of the project would commence following the completion of phase 1 of the project in August 2024 and following a subsequent tender process.
6. Submissions for this tender must be made both as hard copy and on a USB,/memory stick. Word/Excel and PDF forms are acceptable. Hard copy submissions should be made on A4 paper. The council can enlarge if/as required from the electronic versions on the memory stick
7. It is anticipated that the contract value for this tender **will** include additional consultant input/appointments and surveys
8. The appointment/contract(s) will be taken from the suite of RIBA Professional Contracts relevant to the programme of work and, if required, a CDM Principal Designer Role would be inclusive to the tender



9. There will be discussion with and advice sought from the successful tenderer prior to contracts being signed. Currently, we envisage selecting from:
- *RIBA/BIID concise professional services contract 2020: interior design services*
  - *Sub-consultant professional services contract 2020*
  - *Principal designer professional services contract 2020*
  - *Concise professional services contract 2020: conservation architectural services*
10. The council **will** consider submissions where a tenderer quotes to RIBA stages 0 – 3 with anticipation that RIBA 4 may also be achievable. However, if a tenderer is unable to price to RIBA stage 4 within this contract value (£50k - £75k), a separate cost may be submitted which will be considered by the council. Tenders are reminded that there is a weighting of 80% quality and 20% cost, as specified on page 4 of the RFQ document. Currently there are no plans of the building available but it will be acceptable to include such a document as part of your quote.
11. visits, prior to submission are strongly encouraged and this may be done by contacting the town clerk, details above.
12. Final decisions, regarding services to be provided, will be undertaken with the successful tenderer but are likely to include:
- Interior design
  - Structural engineering
  - MEPO engineering
  - Acoustic
  - Fire engineering
  - Heritage
  - Planning consultancy
13. There are word-count limitations for Sections B, C, D, E and I, but tenderers are free to submit responses, without limitation, for sections F, G and H.

Launceston Town Council appreciates all interested parties expressing interest in this exciting project and welcomes any questions or clarifications.

19/01/24