

HARLINGTON DEVELOPMENT – CLARIFICATION QUESTIONS

Answers listed in red below each question.

Does the “Total Development Cost” of £9,500,000 include or exclude VAT?

The contract value is deemed to be exclusive of VAT, however, the Council is taking further specialist advice to confirm the position.

Is the Council looking for an Architect-led multidisciplinary team? Is the Council directly appointing any other consultancies?

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

Taking into account COVID closures and that sustainable buildings are best exemplified by their efficiency/adaptability qualities over time, could the 3-year timeframe for giving examples of relevant experience/contracts be extended? Would examples of projects which are currently on site but not yet completed be accepted?

It would be preferable for contractors to complete the Standard Selection Questionnaire as requested but addition project details that are beyond the 3 year timeframe can be presented as part of the overall tender submission documentation. Experience over 5 years old (pre-COVID) would be acceptable with some assurance that the key project staff are still in employment at the firm and that a client reference is provided.

For the tender assessment criteria what is the total number of projects to submit? Is the council looking for relevant experience on NEW theatres or REFURBISHED theatres or both? How will these examples be scored in relation to 10% new theatres and 10% refurbishment criteria?

The Tender Assessment Criteria spreadsheet was based on previous parameters and has now been amended to reflect refurbishment work only, with a total score of 20%. The updated spreadsheet has been uploaded to Contracts Finder and the Council's website.

What is the total number of contract examples required? Can additional examples be included?

The Council requires three projects under Section 6.1. Additional relevant examples can be included in the tender submission documentation and will be given some consideration.

Regarding submission of bids, would it be acceptable to have a postmarked delivery date of the 17th May 2024? Alternatively, would the Council be open to consider a tender only through electronic submission?

The Council wish to remain with the requirement in the Tender Architect Brief requiring contractors to submit one hard copy and one electronic copy of their tender. This must be received on or before the deadline.*

Would it be possible to answer Section 6.1 of the Standard Selection Questionnaire (contracts/experience) using our office template?

If the firm's office template reflects the requirements on Section 6.1 then it is acceptable for the firm to use their own template.

Is there a format requirement / page limit for other tender information not included in the Standard Selection Questionnaire?

The only requirement is that the submission should be on A4 sized paper. If some presentation material is on A3 sized sheets, this will be acceptable but it should not be larger than A3. There is no upper limit to the size of the submission in terms of the word count, however, succinct and relevant information is preferable.

What is the minimum PI insurance level to be included in the Phase I fee submission?

Please could contractors confirm the level of Professional Indemnity insurance that they hold. The level of cover should be in proportion to the firm's turnover in relation to current and previous professional work and / or as required by the any professional body of which the firm is a member.

What is the minimum PI insurance level to be included in the Phase II percentage fee submission?

Please could contractors confirm the level of Professional Indemnity insurance that they hold. The level of cover should be in proportion to the firm's turnover in relation to current and previous professional work and / or as required by the any professional body of which the firm is a member.

What is meant by 'final tender sum' in relation to percentage fees for Phase II? Please confirm if this is the tendered Contract Sum for construction of the project. The final tender sum is the construction cost of the project. The purpose of the Cost Summary sheet is for the Tenderer to insert their estimate of the Contingency Sum to be included in the cost development, their estimate of the inflation between performing Stage 1 of the work and the likely construction period. The Tenderer is also to complete the percentage fees for all disciplines applicable and their lump sum cost for Stage 1 of the work. The construction cost is then adjusted to the point that the Total Project Cost does not exceed the £9.5 million currently available for the whole project. This provides the guide to the extent of work that can be undertaken.

Please confirm that Phase II is RIBA Stages 2-6 as referenced in the Tender - Architect Brief document and not RIBA 3-7 referenced in the Tender Assessment Excel spreadsheet. The Tender Assessment Criteria spreadsheet will be updated to reflect that Stage 1 is for RIBA 0-1. The updated spreadsheet has been uploaded to Contracts Finder and the Council's website. Stage 2 will follow RIBA 2-6.

As the contract value per annum would be below the £5m identified in PPN 10/23 which sets out when these questions apply, can you please confirm if question 7.5 a), b) and c) of the Standard Selection Questionnaire is relevant to this bid?
Whilst the Council acknowledges that the contract value is below £5m, as a matter of principle, we pay all our suppliers and contractors within 30 days and we would wish all our Contractors to treat their suppliers and sub-contractors fairly and pay promptly. Evidence of the financial performance of Tenderers with respect to prompt payment should, therefore, be supplied.

The Tender Architect Brief states "Space for existing sub-tenancies and selected community groups is to be retained and improved."
The brief also requires to provide a secondary performance space either permanently or as a temporary measure to allow continuous operation of the Harlington.
With respect to 'selected' community groups, please confirm which community groups will remain in the refurbished spaces. Is it expected to relocate these groups to a temporary accommodation during construction works?
It is expected that the existing community groups will remain in the building post construction. The space they currently occupy will be included in the redevelopment. Currently the groups are a pre-school, a youth club and a crisis drop-in centre for young people.
Alternative accommodation may need to be found for the community groups during the construction phase.

How does the council intend to select and appoint the other disciplines that would make up the design team (Project Manager, Quantity Surveyor, Services Engineer, Structural Engineer, Theatre Consultant, Civil Engineer)? Would they be appointed to the council directly?
The other specialists will not be appointed by the Council directly. The tender is for a multi-disciplinary team under the control of the Lead Firm of architects.

Public tenders are usually administered electronically via a portal which allows queries via secure messaging and anonymised Q&A sharing with bidders at regular intervals. It also enables tenderers to upload and submit electronically as opposed to delivering a hard copy. Is the council using a portal?
Since this is a one-off exercise for a tender of this value, the Council is not using an e-procurement system.
It is hoped that prospective tenderers will take the opportunity to attend the Open Day on 30th April 2024 should they have further general questions. Such questions will be responded to on the day and circulated to all parties present and those who have expressed an interest in tendering.

How will Q&As be shared with potential bidders?
Responses to questions and clarifications that are of a general nature will be anonymised and distributed by email to all parties who have expressed an interest in tendering. Questions deemed to be of a commercial nature and that are sensitive to the enquirer will be dealt with confidentially.

To what extent will comparable construction/project cost be a criteria in evaluating relevant experience on the basis that the budget for Harlington is £9.5m? In terms of examples of work, if firms have undertaken projects of a similar type and value, this will carry some degree of weight.

Regarding submitting a bid, it is stated "One signed hard copy of the Tender Submission and Standard Selection Questionnaire will be submitted together with an electronic copy of the documents on a memory stick." Please confirm the address these should be delivered to? Is there a person these should be addressed to?
Contractors are required to submit one hard copy and one electronic copy of their tender.
The postal address for tenders is:

Executive Officer
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
GU51 4BY

Electronic submissions should also be send to: Rochelle Halliday, Executive Officer – executive.officer@fleet-tc.gov.uk

What consultants are required for this tender? The contract notice and tender documents state Architect however the Executive Cost Summary mentions a number of other consultants.

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

Where are the clarifications for the Harlington Refurbishment tender are being published?

Responses to questions and clarifications that are of a general nature will be anonymised and distributed by email to all parties who have expressed an interest in tendering. Questions deemed to be of a commercial nature and that are sensitive to the enquirer will be dealt with confidentially.

Is there a word or page limit for Experience and Approach?

The only requirement is that the submission should be on A4 sized paper. If some presentation material is on A3 sized sheets, this will be acceptable but it should not be larger than A3. There is no upper limit to the size of the submission in terms of the word count, however, succinct and relevant information is preferable.

Please advise what format we should put additional information in? Is there a page limit or word count?

The submission for information (A-E) below should be on A4 sized paper. If some presentation material is on A3 sized sheets, this will be acceptable but it should not be larger than A3. There is no upper limit to the size of the submission in terms of the word count, however, succinct and relevant information is preferable.

- A. Relevant experience in supporting and preparing material for public consultation exercises and exhibitions.
 - B. Details of the proposed team and organisation structure with supporting CVs.
 - C. A list and particulars of proposed sub-consultants.
 - D. Methodology and approach to the brief including a programme of work and a schedule of proposed manpower allocation for Phase 1 of the Project.
 - E. A response to the brief highlighting opportunities and risks
- A lump-sum fee including expenses for Phase 1 of the project. Please use the Tender Specification Assessment Criteria spreadsheet published on our website.
 - The percentage fees (as a proportion of the final tender sum for implementation of the refurbishment works) to be applied to each of the disciplines for the delivery of Stages 2-6 of the RIBA Plan of Work 2020. Please use the Executive Cost Summary template published on our website.

Is this tender for Architect only or an Architect led multi-disciplinary team?

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

Will the work be re-tendered after the feasibility stage?

No. The next stage of tendering will be for the construction phase.

On Contracts Finder this opportunity is listed a NOT suitable for SMEs – is this the case?

This question will be answered shortly.

Where can the project value, construction cost be found?

This information is contained in the Executive Cost Summary template.

Do all consultants selected for the multi-disciplinary team have to complete Part one and Part two of the SQ document?

Only the lead architectural firm should complete the pre-qualification Standard Qualification Questionnaire.

Standard Selection Questionnaire Section 6.1- do all examples have to be from the lead architect or can they be examples from consultants we select?

It would be preferable for the case study examples to be from the lead architect, but if this is not possible, then we will accept some examples from the sub-consultants.

Is there any requirement for Principal Designer CDM or Building Regulations?

Although this has not yet been determined by the council, it is likely that a Principal Designer will be required to ensure compliance with the Construction (Design and Management) Regulations 2015. In terms of compliance with Building Regulations the same is likely to apply.

Does the architect need to appoint sub-consultants or will the other consultants be appointed by the Council and managed by the architect?

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

Please clarify the RIBA Stages associated with Phase 1 and Phase 2.

Phase 1 – RIBA Stages 0-1

Phase 2 – RIBA Stages 2-6

Do the project examples need to be completed?

Yes, the examples should be for completed projects.

Please confirm if there are any sustainability targets to meet?

Sustainability criteria has not been formally established as yet, but the minimum would be that the development needs to comply with current building regulations.

Are there any key delivery dates to inform the programme?

The draft project timetable (subject to change) is as follows:

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|------------------------------------|-------------------------|
| • Receipt of Tenders | May 24 |
| • Tender Evaluation and Interviews | June / July 24 |
| • Appoint Architect | July / August 24 |
| • Develop Feasible Options | September – November 24 |
| • Sign off on Scope of Work | January 25 |
| • Detailed Design/Tender Documents | February – June 25 |
| • Planning submission/Approval | April – June 25 |
| • Construction Tender Period | July – August 25 |
| • Tender Evaluation and interviews | September 25 |
| • Appoint Contractor | October 25 |
| • Construction Period | November 25 – April 27 |

Please confirm if we need to supply contact details for referees or if actual references are required?

Contact details are required for the relevant references from three previous projects.

Is there a location on your portal/website for asking clarification questions.

We are not using an e-procurement portal for this contract. Please send questions and clarifications to Rochelle Halliday, executive.officer@fleet-tc.gov.uk

In the documents available it is not clear at this stage what quality questions are required to be answered. Is it just the Pre-Qualification Standard Selection Questionnaire to be completed?

At this stage prospective contractors are asked to complete the Pre-Qualification Standard Selection Questionnaire and submit it with their tender documentation.