Invitation to Tender

**Commission for Architect and Contract Administrator Consultancy Services for the Town Hall Regeneration Project Phase 2**

**RIBA Work Stage 4: Detailed Design Stage; and   
RIBA Work Stages 5-6: Construction and Handover/ End of Defects Liability Period**

# September 2022



## Midsomer Norton High Street Heritage Action Zone: Market Hall Reinstatement Project – Architect and Contract Administrator Consultancy Services Tender Brief

**SECTION 1 – TENDER SUMMARY AND SCOPE**

* 1. Following a successful grant funding bid awarded in August 2020, Midsomer Norton’s High Street has been designated as a High Street Heritage Action Zone (HSHAZ) and awarded funding from Historic England and the West of England Combined Authority. The HSHAZ project aims to deliver transformative change to the High Street through several projects including the redevelopment of the Grade II-listed Town Hall.
  2. Built in 1859, the Town Hall had various community uses through the C19 and C20 which resulted in the loss of the original market hall at ground floor through subdivision and the creation small rooms, internal hallways and circulation spaces. These spaces lack flexibility and are now considered unfit for purpose.
  3. Phase 1 of the Town Hall Transformation Project is currently underway on site, and is scheduled for completion in May 2023. Phase 1 (part-funded by Historic England via the HAZ scheme) will reinstate the original open-plan ‘market hall’ at ground floor to provide a location for markets and civic, community, arts and cultural events and activities. Phase 1 will also include ancillary spaces within the ground and first floors.
  4. Phase 2 of the project, which is the subject of this tender opportunity, will include works to the existing upper floors as well as the construction of an extension to accommodate meeting rooms, offices, a café bar and catering facilities to the rear of the building. Funding has been secured for Phase 2 to the end of RIBA 4. Progression beyond RIBA 4 and onto RIBA 5-6 is subject to confirmation of funding. There is therefore a break clause within the Phase 2 scope of works whereby progression to RIBA 5 is subject to confirmation of funding as well as satisfactory performance.
  5. Planning and listed building consent for these works (21/00914/FUL and 21/00915/LBA) can be viewed here:

<https://www.bathnes.gov.uk/webforms/planning/details.html?refval=21%2F00914%2FFUL#details>

<https://www.bathnes.gov.uk/webforms/planning/details.html?refval=21%2F00915%2FLBA#details>

**Strategic Objectives of the Contract**

* 1. We now wish to appoint an appropriately qualified and experienced Architect and Contract Administrator to deliver the Phase 2 project from RIBA Work Stage 4 (including Principal Contractor procurement) through to RIBA Work Stage 6 (end of defects liability period).
  2. The Architect and Contract Administrator will be required to coordinate with the separately-appointed Mechanical & Electrical Engineer, Structural Engineer, Project Manager and Quantity Surveyor. Phase 2 Project Management and Quantity Surveyor services are being provided by Greenwood Projects through to the end of RIBA Work Stage 6.
  3. **Please note that Phase 2 funding is secured for RIBA 4. Progress onto RIBA Work Stages 5-6, and any progression beyond RIBA 4, is subject to further fundraising being secured. The appointment will progress to RIBA 5 subject to a) the satisfactory delivery of the scope of this appointment, and b) sufficient funding to enable a contract to be entered into with the successful Principal Contractor.**
  4. The construction programme is TBC pending appointment of the Principal Contractor, but it is envisaged that it will be approximately 11 months. The value of Phase 1 construction works is estimated at approximately £1.2million.
  5. The Town Council is procuring the Contract alongside the Transformation Implementation Committee formed of local stakeholders including the Midsomer Norton Community Trust, Town Trust and others.

**SECTION 2 – SPECIFICATION**

* 1. The information below outlines indicative outputs for the commission. Should any tenderer wish to suggest adjustments to these outputs and timeframes, a short explanation for adjustments and revised programme suggestions should be included to explain the benefits of any proposed amendments.
  2. **This is a contract for architectural design and contract administration services. The Fee Proposal should include a detailed and itemised breakdown for each element alongside an activity schedule/outline methodology of how you would approach the project. Details of who will be working on the project, their experience, day rate and schedule of time committed to key tasks should also be submitted.**
  3. The consultancy appointment will be made by Midsomer Norton Town Council in close partnership with the Transformation Implementation Committee formed of the Town Trust and other stakeholders.
  4. As a key community building, the Town Hall received over 40,000 visits a year before the Covid-19 pandemic. So, in considering the Architect and Contractor Administrator inputs (and wider works) for each phase, the appointed consultant and/or subconsultants should be mindful of the project phasing and ensuring the work of Town Hall users can continue at the same time.

**Required Actions**

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| --- |
| Completion of RIBA 4 (detailed design) for Phase 2 of the Midsomer Norton Town Hall project according to the agreed scope, including coordinating and managing the (separately-appointed) Mechanical & Electrical and Structural Engineer consultants. This will focus on the Phase 1 scope but should also consider works to be carried out in Phase 2 in so far as necessary to understand and complete Phase 1.  **Indicative Timeframe: November 2023 - February 2023** |
| With the Quantity Surveyor and Project Manager, undertake the preparation, issue and evaluation of the Principal Contractor Invitation to Tender. N.B. it is anticipated that the contract will be JCT Standard (TBC).  **Indicative Timeframe: Issue by mid-March 2023, appointment by end May 2023** |
| Act as Contract Administrator for the Phase 1 RIBA Work Stages 5-6 works (subject to approval/funding, see Section 1.2)  **Indicative Timeframe: June 2023 – May 2024** |
| Deliver all architect services in respect of RIBA Work Stages 5-6 including release of the final retention subject to satisfactory completion of the defects liability period (subject to approval/funding, see Section 1.2)  **Indicative Timeframe: June 2023 – May 2024 / May 2025** |

**Term of Contract/Goods or Service Requirement Date**

* 1. This agreement will commence on 31/10/22 and expire on 31/5/25.

**Estimated Value of Contract**

* 1. The estimated value of the contract is £50,000 - £70,000.

## SECTION 3 – TENDER EVALUATION

* 1. The tenders will be considered using quality and competency criteria and cost criteria on a 70:30 basis. The following quality and competency criteria will be used to assess the tenders (70%):
* Submitted fee proposal demonstrates comprehensive understanding of Architect and Contract Administrator processes, planning and delivery for construction projects within listed buildings (30%).
* Submitted fee proposal demonstrates experience of successfully providing Architect and Contract Administrator consultancy to design teams and project stakeholders for publicly-funded and community schemes (20%).
* Submitted fee proposal demonstrates ability and capacity to deliver the project on time and within budget (15%).
* Response to Climate Emergency Questions (5%)
  1. The following price criteria will be used to assess the tenders (30%):
* All price bids are compared against the lowest bid to reach the percentage difference from the lowest bid i.e. bid/ lowest bid \* 30%

## SECTION 4 – ADDITIONAL INFORMATION

* 1. Alongside day-to-day discussions with the project team, the appointed Architect and Contract Administrator will be expected to attend a fortnightly Client Design Team Meeting chaired by the Project Manager and liaison meetings as required to meet the project programme. This will include meetings with the Town Council and Town Trust’s Transformation Implementation Committee (‘TIC’). As such, there will be opportunities to seek feedback and input from this group at key milestones.

## SECTION 5 - PROCUREMENT PROGRAMME

* 1. The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst the Town Council does not intend to depart from the timetable, it reserves the right to do so at any time.

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| **Date or Target Date** | **Activity** |
| **Friday 16th September 2022** | ITT issued via Contracts Finder |
| **Midday Wednesday 12th October 2022** | Deadline for queries |
| **9am Monday 17th October 2022** | Deadline for submissions |
| **Monday 24th October 2022** | Contract award |

## SECTION 6 - SUBMISSION OF FEE PROPOSAL AND COST BREAKDOWN FOR TENDER

* 1. Please submit by 5pm on Monday 17th October 2022:
     + **A Fee Proposal.**

This should include a detailed and itemised breakdown for each element (referenced against an activity schedule) alongside an outline methodology of how you would approach the project.

* + - Details of who will be working on the project, their experience, day rate and schedule of time committed to key tasks should also be submitted;
    - Any relevant examples of similar project work;
    - A Supplier Questionnaire and Conflict of Interest, Canvassing & Collusive Tendering Certificate (see Appendices 1 and 2). Please note that the Supplier Questionnaire includes the three areas noted above
  1. These documents should be submitted by email to Donna Ford, Town Clerk ([townclerk@midsomernortontowncouncil.co.uk](mailto:townclerk@midsomernortontowncouncil.co.uk)), copying in Nicola Dyer, Project Manager (Nicola.dyer@greenwoodprojects.com).
  2. Please submit any queries via email to Nicola Dyer, Project Manager, via the email above. Responses to queries will be issued via Contract Finder as a Query Response Schedule.

## Appendices

1.0 Supplier Questionnaire

2.0 Conflict of Interest, Canvassing & Collusive Tendering

**Appendix 1 - SUPPLIER QUESTIONNAIRE**

**Notes for completion**

i. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If it does not apply to you, please state clearly ‘N/A’.

ii Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.

1. Please return a completed version of this document with your Quote submission.

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the Town Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. The Town Council will request evidence from the winning Contractor only after the final Quote evaluation decision.

**Sub-contracting arrangements**

1. The Supplier should advise in a separate appendix the names of sub-contractors, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

**Confidentiality**

1. The Town Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Town Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
2. The Town Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.1 Supplier details** | **Answer** | | | |
| Full name and address of the Supplier |  | | | |
| Registered company/charity number |  | | | |
| Registered VAT number |  | | | |
| Name of parent company |  | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | ▢ Yes | | |
| ii) a limited company | ▢ Yes | | |
| iii) a limited liability partnership | ▢ Yes | | |
| iv) other partnership | ▢ Yes | | |
| v) sole trader | ▢ Yes | | |
| vi) other (please specify) | ▢ Yes | | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes | | |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | ▢ Yes | | |
| iii) Sheltered workshop | ▢ Yes | | |
| iv) Public service mutual | ▢ Yes | | |
| **Bidding model** | | | |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | | | |  |
| a)      Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | | | ▢ Yes |  |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the services | | | ▢ Yes |  |

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| --- | --- |
| **3.2 Contact details** | |
| Supplier contact details for enquiries | |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

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| |  |  | | --- | --- | | **3.3** | **Technical and Professional Ability** | | **a.** | **Relevant experience and contract examples**  Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.   The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. |  |  |  |  | | --- | --- | --- | |  | **Contract 1** | **Contract 2** | | **Name of customer organisation** |  |  | | **Point of contact in the organisation** |  |  | | **Position in the organisation** |  |  | | **E-mail address** |  |  | | **Description of contract** |  |  | | **Contract Start date** |  |  | | **Contract completion date** |  |  | | **Estimated contract value** |  |  |  |  |  |  | | --- | --- | --- | | **3.4** | **Additional Project Related Minimum Standards** |  | | i) | Membership of a suitably recognised industry body for the services to be provided. |  |   Suppliers are required to answer the following questions comprehensively and provide evidence, where requested to support their answer. Please ensure you adhere to any word counts or instructions. The questions in this Quote Questionnaire will be scored in accordance with 5.2 Award Criteria and Weightings.   |  |  | | --- | --- | | 9.1 | Project Related Scored Questions | | i) | Please address the areas as listed under section 3 – Tender Evaluation in the Brief above. You should do this in line with the requirements as show in Section 6.1 for inclusion in your fee proposal. |   **Climate Emergency**   |  |  | | --- | --- | | **9.2** | **Climate Emergency** | | i) | If successful, what will you do to actively reduce your carbon footprint? | | ii) | How can you assist the Town Council in achieving its zero-carbon policy through this contract? | |

**APPENDIX 2**

**Conflict of Interest, Canvassing & Collusive tendering**

**It is a mandatory requirement that the Supplier signs and complies with this certificate. FAILURE TO SUBMIT THIS DECLARATION WHEN RESPONDING TO THE QUOTE WILL RESULT IN YOUR QUOTE NOT BEING EVALUATED**

**DECLARATIONS**

|  |  |
| --- | --- |
| **Tender for Contract:** |  |
| **Supplier Name:** |  |

**CONFLICT OF INTEREST, CANVASSING & COLLUSIVE TENDERING**

1 In consideration of the Town Council accepting our tender we undertake and agree to advise the Town Council immediately upon becoming aware of any conflict of interest or potential conflict of interest, whether deliberate or otherwise, that may arise either during the term of the Contract or for a period of two years after its termination.

2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member Officer or Employee of the Town Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

3 I/We certify that

(a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

(b) I/We have not canvassed or solicited any Member Officer or Employee of the Town Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Goods/Services and that no person employed by me/us or acting on my/our behalf has done any such act.

(c) that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

1. Offer or give or agree to give any officer or member of the Town Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.

(ii) Communicated to any person other than the Town Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Guidance & Instructions).

(iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

**Person authorised to submit the Tender:**

**Signature:**

**Name:**

**Position:**

**Dated:**

1. [↑](#footnote-ref-1)