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**ReSource - Kimberley Park Lodge Community Recording Studio Construction Tender**

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| **Volume 2 (Part B) – Applicants Offer**  **This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.** |

Closing time/date for return of submission: **12:00 (Noon) 10/05/2024**

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| Name of Applicant: |

Please return electronically to: **andymedlin@falmouthtowncouncil.com**

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# Section 1 – General Notes

1. This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.
2. This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.
3. There is a word count for the responses – Please ensure that for each method statement that the response is no more than 750 words on 2 A4 pages at a font no smaller than Aerial 11.
4. Appendices are only permitted to illustrate detail as set out in the method statement, not to add in more detail. Where appendices are used to avoid word count or are not succinct then they will not be evaluated.

# Section 2 Applicants Response to Tender

1. Section 3 to be completed by all Applicants looking to submit a formal response to this Tender.
2. Please note, in completion of the bid submission around quality questions, we would be expecting to see the tenderer bring out the detail of the whole core team (irrespective of level of input anticipated and their roles, experiences and capabilities, and what they would bring to support in the delivery of this project – but with a clear focus on the key members of the proposed team that would be engaged.
3. In providing responses to the method statements they should be absolutely relevant to this tender.
4. The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

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| Ref | PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding: | Please delete as appropriate |
| 1 | You will be contracting under the stated terms of Contract. | Yes / No |
| 2 | You will act as Principal Contractor as defined under the Construction Design Management (CDM) Regulations for the duration of the works. | Yes / No |

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| **Method Statement Topic Areas - Understanding the brief, including methodology and approach** |
| **Requirements for the Applicant’s response to this Method Statement:**  The Invitation to Tender documents provides details of the works required. Importantly the context and setting in which those services are to be provided and the support which is required to be provided by the Council.  As part of the Supplier’s response the tender would be seeking a submission that outlines the method and approach to be adopted in response to the accompanying brief and how this would contribute to successfully meeting the objective and required outcomes as set out.  Please provide in your response your understanding of the aims of the project set out in the statement of requirements and the role that you would be expected to perform.  We would be looking for you to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives and importantly your understanding of the key principles to support a successful outcome within the timescales required.  This should be in the form of a method statement for each phase that includes the approach and methodology to be applied in that phase and including the tools, techniques and processes you intend to follow.  Please include an outline programme plan setting out your indicative support over the various stages.  To meet the agreed timetable of progress reporting and other activity to be confirmed but as a minimum, a monthly written progress report to be provided to the Council for presentation to the monthly project meetings. In addition, Programme Managers will be expected to provide verbal updates on significant developments or issues.  Please include a succinct methodology and outline plan /programme.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly evidence you understand the role and support which the appointed a core team would be expected to undertake, the scope and complexity of the overall scheme, the engagement with other partners as required outcomes.  A strong response would include the submission of a methodology for undertaking the work which should include the following elements;   * How individuals will work efficiently together with their team and others, identifying who is the lead managing the day to day work; * What you see as the main risks to the project success and how you will contribute to mitigate and manage them; * What are the key objectives and elements of work and expertise you bring to them; * Clear details on the methods and approach which you would undertake and confidence that the method and approach would be able to deliver quality outcomes to the satisfaction of the Council within the timeframe required. * The tools, techniques and processes to be undertaken must be appropriately applied, proportional for the required delivery of the Contract and proven in delivering the outcomes required in this tender.   A strong response would also indicate an understanding of the proportional nature of the support required and how resources would be flexed appropriately to manage periods of more intense support versus other periods during the scheme duration where little or no active resource input would be needed. In short, a strong response would demonstrate you fully understand what is required and know how you would go about delivering the project.  A strong response would clearly indicate an understanding of the requirements as set out within the Brief and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified themes will be approached and met by the bidder.  A strong response would clearly set out a structured approach to ensure that the Contract is delivered in a timely, orderly and professional manner, with particular emphasis around the design element and the build elements.  It would also clearly outline through the delivery of the contract how the objectives of the Brief would be achieved and provide a high degree of confidence that the core team would be able to perform the Contract in line with the expectations set out by the Council.  A strong response would clearly indicate an understanding of the requirements as set out and what is necessary at the respective stages of the overall programme. It will clearly set out the approach to be taken in the respective stages including both sign off from the Council at key stages and wider effective engagement with key stakeholders.  A strong response would include an indicative programme and timeline which is credible in relation to the wider expectations of the different phased of activity from design to the build. In addition, the response would provide clarity on expectations around response and delivery timescales for the services provided, as well as details on how issues would be escalated and resolved. It would set out key milestones with anticipated dates. Any variations with the submitted programme should be explained.  A strong response would include details and examples of how you propose to show you will complete the project to all deadlines as set in the agreed timetable.as well as how you would provide verbal updates on significant developments or issues between formal reports.  A succinct methodology and outline plan / programme would be integral to this response, coupled with concept sketch designs or interpretations on the proposed options which the interior / exhibition design would look to explore further with the client. |
| ***PLEASE ADD RESPONSE BELOW:*** |

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| **Method Statement Topic Areas - Quality and Past Experience and how this would be used:** |
| **Requirements for the Applicant’s response to this Method Statement:**  As noted in the accompanying documents, this tender is seeking a partner to undertake the construction of the ReSource - Kimberley Park Lodge Community Recording Studio, Falmouth, as set out in Section 2 of Volume 1.  To deliver the outcomes of this tender, it will require a range of different, but core experience, skills and capabilities are set out in the accompanying Brief.  The above would also be complimented by excellent communication and stakeholder engagement skills.  The Supplier would be able to provide core team who have proven capability in delivery of support and advice on similar projects ideally in similar settings or contexts.  Your response should provide strong evidence that you are able to assemble and bring the key experience, skills and capabilities to deliver the high-end quality outcomes required.  To support the work, it would be highly desirable to have knowledge, experience and skills in respect of working with the public sector, ideally local government, along with a strong understanding of engagement within and across diverse communities.  Provide the name and contact details of sub-contractors.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would show that the Supplier would be able to demonstrate they can provide the necessary core skills across a diverse team.  A strong response would provide clear assurance that the Supplier would be delivering the Contract with resources with relevant core experience, skills and capabilities required to deliver the outcomes set out in the Tender Brief in a manner that provides confidence and assurance around capacity and continuity of the team.  A strong response would have set out the core team and the necessary supporting evidence that the team has all of the required core experience, skills and capabilities to ensure a high-end quality outcome.  A strong response would clearly indicate that the proposed team has the right blend of core experience, skills and capabilities required to work on such a high profile, complex project. The response would clearly indicate the roles which the individual team members would bring to the project and how this project would benefit from their experience, knowledge and expertise.  This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar projects of similar scale and profile, ideally within a historic Building settings.  This could also include details on how staff are inducted and how they are trained and supported to be effective within all they do, and the assurance that they have the right and relevant skills and experience to undertake the roles required.  Where roles are not yet determined at time of tender then the response should provide details around how you would select and appoint partner organisations or resources, to take into account assurances on high end quality outcomes.  Where relevant, details of trade bodies, accreditation bodies and / or professional organisations would also be included in the response to this requirement. |
| ***PLEASE ADD RESPONSE BELOW:*** |

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| **Method Statement Topic Area - PARTNERING AND COLLABORATION:** |
| **Requirements for the Applicant’s response to this Method Statement:**  In order to fulfil any resulting contract, Council is looking to complete both the necessary works and will be looking supplier who can assemble the necessary core team to deliver the overall project.  As noted elsewhere in this tender pack, any resulting Contract will be for support over a period of time, with a range of partner organisations, individuals or a number of different contractors undertaking specific projects on the overall scheme.  Accordingly successful progress on the project will need to build upon the ability to build and maintain a long-term arrangement across partners, in order to deliver the successful contract.  The appointed lead partner will play a critical part in supporting the Council to achieve the intended outcomes. As with all such projects it is vital to ensure the right partners who both share the ethos but also understand how to work with other stakeholders in a matrix team setting and advance the project in a way that effectively balances and takes account of the individual stakeholder needs and expectations.  Please provide details of your partnering ethos and experience and how you would look to bring your experience of working on complex / matrix collaborative projects to this project.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would be clear on the overall structure of partners and the lead contractor. It would provide details on how the core team members would work with both the Council and as well with each other and key stakeholders / other contractors.  A strong response would provide details on the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.  A strong response would include also an indication of a strong track record regarding successful contract and project management and working collaboratively with key stakeholders. It would provide confidence on how this track record could successfully be applied in relation to this actual Contract and the expertise which the team would bring to delivery of this in any awarded Contract.  A strong response would provide examples of how, where and when you have implemented and delivered a successful complex project in an environment with a number of stakeholders. |
| **SUPPLIER RESPONSE:** |