**Tender Brief for the appointment of a Project Manager / Designer for**

**Krowji Phase 3**

**for Krowji Ltd, Redruth**

July 2023

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| **1.0** | **OVERVIEW** |
|  | Krowji is Cornwall’s largest creative hub, which provides a professional working environment where creative practitioners and businesses can thrive. With over 130 studios, we offer everything from a platform for start-up businesses to a home for highly established enterprises and in doing so create not only a space but a community too. Facilitating and nurturing opportunities for showcasing, networking, collaboration and professional development, Krowji is constantly driving forward the exciting evolution of the Cornish arts and cultural sectors.  Based at the former Grammar School buildings in Redruth since 2005, Krowji has seen significant investment take place with the Phase 1 BREAAM ‘Excellent’ accredited Percy Williams (PW) Building opening in 2015 and the Phase 2 PW Building extension opening in 2020. There are five buildings in total on the main site and a further four buildings at The Yard, Krowji’s satellite site on Falmouth Road, for which there are future plans for redevelopment.  Following a devastating fire in May 2021 in which 15 studios were destroyed, Krowji is now embarking on Phase 3, a small-scale capital project to replace these lost spaces with repurposed shipping containers.  As part of this project, we are also commissioning a Planned Maintenance and Improvement Programme (PMIP) to make site-wide improvements to sustainability and accessibility in line with our vision.  Frequently cited as an exemplar of culture-led regeneration, the impact of Phase 3 will enhance our industry-leading status and enable us to demonstrate best practice for emerging workspace hubs nationally & internationally. |

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| **2.0** | **THE PROJECT** | | |
| **2.1** | **The Client**  The Client for this project is [Krowji Ltd](http://www.krowji.org.uk), a wholly owned subsidiary of the charity group [Creative Kernow](http://www.creativekernow.org.uk), the creative and cultural sector support organisation for Cornwall. Creative Kernow is a registered charity and a company limited by guarantee.  Our registered address is Krowji, West Park, Redruth, TR15 3GE and the primary contact is the company Director, Elisa Harris – [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk) | | |
| **2.2** | **The Site**  Located at the former Grammar School site in Redruth, Krowji consists of five buildings including the original 1907 school building and the BREEAM “Excellent” certified Percy Williams Building which opened in 2015.  The location for the Phase 3 container studios is a large concrete slab in the centre of the site. The current total internal floor area is approx. 4,500 m². | | |
| **2.3** | **Scope of Works**  We wish to appoint a Project Manager / Designer to oversee the detailed design and delivery of repurposed containers to expand our provision of creative studios within an area of attractive landscaping at the heart of our site.  The project is currently at RIBA Stage 1-2 with initial concept designs drawn up.  In tandem with the above building works, Krowji is commissioning a five-year Planned Maintenance and Improvement Programme (PMIP) including Stage 1 of improvements and building modifications. These works will be planned around the container build as both parts of the project will overlap in timing and Krowji staffing. | | |
| **2.4** | **Timescale**  We are committed to strict deadlines outlined by our funders and therefore the new studios must be ready to occupy by October 2024. | | |
| **2.5** | **Our Budget**  The available budget for this tender is up to £30,000. The total budget available for the build is £280,000. Krowji Ltd is registered for VAT so our budget is exclusive of any VAT chargeable.  Our Phase 3 project is funded by the [Good Growth Fund](https://ciosgoodgrowth.com/) and Krowji reserves. Applicants should have prior experience of grant funded projects and be familiar with the conditions applied by the Good Growth Fund to projects they are supporting. | | |
| **3.0** | | **THE COMMISSION** |
| **3.1** | | **General Aims and Objectives**  **Aims:**   * Increase the number of Krowji studios to 150 * Enhance Krowji’s strengths in environmental sustainability * Increase accessibility, both physically and socially * Create more gathering areas to increase opportunities for networking, knowledge exchange and collaboration * Design suitable spaces for those creative practices currently underrepresented at Krowji e.g. accommodate noisier practices * Attract the next generation of creatives to Krowji * Create a more attractive working environment with an enhanced landscape   **Objectives:**  Consultation  As part of the Phase 3 project Krowji will appoint an external advisor to carry out in-depth consultation with current and prospective studio tenants to inform the design and capture baseline data with a focus on environmental sustainability and accessibility.  The successful applicant for this tender will be required to assist with this consultation process, for example by means of presentations to stakeholders showing the options for studio designs and landscaping, and this should be allowed for in your budget.  Design  Using results from the consultation, the successful applicant for this tender will work with Krowji to finalise the existing concept/outline design of the container studios ready for planning submission.  The design should include a high degree of external landscaping, with a focus on achieving the core aims, as listed above. Careful consideration of the existing buildings on site will form an integral part of the design process, maintaining key sight lines and enhancing circulation through and around the site.  Innovative and forward-thinking ideas will be encouraged and ongoing maintenance of the studio buildings will also be a key factor during the design process.  Planning Permission  The Project Manager / Designer will oversee the preparation of detailed and technical designs and submit detailed planning and building control applications.  Procurement  The successful applicant will advise on the procurement of containers and BWIC with a view to achieving best value.  The successful applicant will execute the procurement to appoint supplier(s) and contractors and manage the supply and installation of containers and BWIC.  Compliance  The Project Manager/ Designer will ensure all statutory regulations are complied with.  Preferred formats for the Client’s electronic document copies are:   * Reports: MS Word (.docx) or MS Excel (.xlsx) or Portable Document file (.pdf) * Programmes: MS Project (.mpp) and PDF * Drawings: PDF |
| **3.2** | | **Project Management Structure**  Krowji Ltd is the contracting body for the work. The Phase 3 Project Board, which includes the Krowji Director, Creative Kernow CEO, Krowji Board and a representative from Cornwall Council, will meet regularly throughout the contract period to review progress with the Project Manager.  The day-to-day contact for the project will be the Krowji Director, Elisa Harris. |
| **3.3** | | **Basis of Appointments**  We propose that the Project Manager / Designer oversees all aspects of the project, sub-contracting specialist expertise to assist as required.  Delivery of the works must comply with our Creative Kernow procurement policy and the Good Growth guidelines and all sub-contractors must be approved by Krowji.  The Project Manager will be the main point of contact and the successful applicant must have indemnity insurance of at least £1 million of any one claim. |
| **3.4** | | **Fee Payment**  Phased (tba) through the project. |

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| **4.0** | **THE TENDER** |
| **4.1** | **Conditions of Tender**  Applicants are asked to confirm that they intend to bid by sending an email to [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk)  If any points in the tender documents are considered unclear, please address your queries by email to the same address.  Your query will be responded to, but it shall not be construed in a way that adds to, modifies or takes away from the meaning and intent of the contract and/or the obligations and liabilities of the contract.  Requests for clarification should be submitted in writing, with sufficient time to allow a response and be at least five working days before the final date for submission of Tenders. All such queries will be responded by blind copied e-mail to all Tenderers.  TELEPHONE ENQUIRIES WILL NOT BE ACCEPTED.  During the tender period, Krowji Ltd may issue Tender Amendments to clarify, modify or add to the Tender Document. A copy of each Tender Amendment will be issued to everyone who has notified their interest in being a Tenderer and shall become part of the Tender Document. No addition or alteration shall be made to the Tender Document unless it is the subject of a Tender Amendment.  If you have expressed an interest in tendering but then decide not to submit, please notify us by email and if possible say why you are withdrawing.  We reserve the right to award all, part or none of the contract.  The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.  Krowji Ltd will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. Krowji Ltd does not bind itself to accept any of the tenders as a result of the tendering process.  If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contract’s objectives, for example) they must provide details in a separate letter accompanying the tender response.  Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.  Krowji Ltd requires all tenderers to declare any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.  We may wish to publicly quote the successful contractor/supplier and tenderers are requested to confirm that the Client may (at the Client’s own discretion) do so without restriction.  The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Client and the tenderer. |
| **4.2** | **Timetable**  The timetable for awarding this contract will be as follows:   |  |  | | --- | --- | | Tender contract published | 29/07/2023 | | Deadline for tender questions | 09/08/2023 | | Tender period closes | 14/08/2023 | | Interview shortlisted candidates | 21/08/2023 | | Award contract | 23/08/2023 | |
| **4.3** | **Site Visits**  Site visits if required will be available upon request. Please contact Elisa Harris to book an appointment – [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk), telephone 01209 313200 |
| **4.4** | **Submission**  Krowji Ltd undertakes selection procedures which are open, fair, efficient, economical to implement, and which achieve best value for both the consultants and the Client. All tenders received will be considered based on the information they have submitted in their tender.  Tenders should be submitted by email to [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk). The subject line should read ‘Tender submission for Phase 3 Studios PM/Designer’.  **Tenders should be received by 12 noon on Monday 14th August 2023** |
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| **4.5** | **Assessment**  The tenders will be assessed on the overall price, skills and experience and an understanding of the brief.  In particular, the Client will be seeking a Project Manager / Designer:   * with knowledge and experience of designing and delivering modular buildings and BWIC * with knowledge and experience of developing innovative and forward-thinking designs * with knowledge and experience of landscape design and increasing biodiversity * with a good understanding of current legal environmental sustainability and accessibility requirements * with previous experience of the specialist requirements of funded projects * with a good understanding of and a demonstrable commitment to the principles of equity, diversity and inclusivity (EDI) and environmental sustainability   Organisational capacity to deliver this project within the required timescale will be a factor.  **Section 1**  Please give up to three examples of projects that you have successfully undertaken in the last five years that are of a similar type and scale to this commission.  Give at least two referees in relation to these projects.  This section should comprise no more than two ides of A4 per project.  This section will contribute a maximum of 30% of the tender assessment score.  **Section 2**  Provide an up-to-date CV of the key personnel, including any sub-contractors.  Each CV should comprise no more than one side of A4.  This section will contribute a maximum of 20% of the tender assessment score.  **Section 3**  Provide a Method Statement clearly indicating how the work is to be undertaken, the outputs it will create and your thoughts on the key risks and challenges.  This section will contribute a maximum of 20% of the tender assessment score.  **Section 4**  Provide a fixed price fee for work identified and an hourly charge for any additional work. Prices to include all fees and disbursements, including VAT. Please provide as a table identifying costs for individual consultants and identifying an hourly rate for extra services as required.  This section will contribute a maximum of 30% of the tender assessment score. |
| **4.7** | **Interview**  Tenderers may be requested to attend an interview with the Client to answer questions regarding their tender submission, and may be asked to confirm their availability. The date for this is provisionally set for 21/08/2023. |
| **4.8** | **Decision and Award**  Krowji Ltd reserves the right to negotiate with the preferred bidder and to award all, part or none of the contract. |
| **4.9** | **Debriefing**  All unsuccessful bidders will be given written feedback if requested. |
|  | **APPENDIX** |
| **A** | **Site plans and a selection of photographs** |