Midsomer Norton Town Hall Phase 2 - Architect/ Contract Administrator Services RIBA 4-7

**Query Response Sheet No.4 – 12th October 2022**

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| Date | No. | Query | Response |
| 7.10.22 | 1 | Is it possible to receive details of the Phase 1 works currently underway on site? | You can find details of the Phase 1 works as tendered and awarded via the link below:<https://www.contractsfinder.service.gov.uk/notice/9317d6ee-17e4-4480-96d9-c24084da3b5c?origin=SearchResults&p=1> |
| 7.10.22 | 2 | Do you have any further Stage 3 details of the proposed Phase 2 works beyond those submitted for Planning and Listed Building consent? | No – the purpose of appointing an Architect/ CA for the Phase 2 works from RIBA 4 is in order to develop the RIBA 3 drawings. |
| 7.10.22 | 3 | Phase 1 construction works is estimated at approximately £1.2million – noted as currently on site. Do you have a current estimate for the cost of the proposed Phase 2 works envisaged in the 11-month construction programme? | It is difficult to forecast with certainty at this stage given current volatility, but the current estimate is c£1.3million. |
| 7.10.22 | 4 | Has a Building Regulation compliance review been carried out on the proposed Phase 2 works? | Not yet, although all works have been approved by Building Regulations subject to conditions as noted on the LBC/ PP approvals. |
| 7.10.22 | 5 | Please confirm Required Action 1: Stage 4 detailed design of Phase 2 - taking into account works already carried out in Phase 1 rather than the other way around? | Yes – Phase 2 to be developed with reference to works carried out/ due to be completed as part of Phase 1. |
| 7.10.22 | 6 | Please confirm the elements of the Phase 1 works that the CA would be responsible for? | Please note that the brief includes CA responsibilities only in respect of Phase 2, NOT Phase 1 as stated in error. |
| 7.10.22 | 7 | Would there be separate appointments for the detail design of specialist back of house areas, e.g. the bar and kitchen areas..? | It is not anticipated that there will be separate appointments for these areas. |
| 7.10.22 | 8 | Please confirm if electronic drawing information will be available and in what format? | Drawings will be available in CAD format. |
| 7.10.22 | 9 | Are you able to confirm who the other members of the design team will be? | Greenwood Projects have been appointed as Project Manager/ Quantity Surveyor; the remaining appointments of Structural Engineer, Principal Designer, and Mechanical & Electrical Engineer will be made shorty. |
| 4.10.22 | 10 | Do we need to allow to undertake the role of Principal Designer? Or is this being undertaken by a third party? | This will be a separate appointment. |
| 10.10.11 | 11 | What is the PI insurance cover minimum requirement? | Please state the level of PI insurance carried. Where there is an issue we will revert for clarification. |
| 10.10.22 | 12 | Please provide a copy of the Form of Contract for Professional Services that is to be adopted. | We anticipate using a standard RIBA contract. |
| 10.10.22 | 13 | Is there any specific procurement process that needs to be followed for submission of the tender (i.e. OJEU) ? | All details of how to submit are supplied on the portal.If the query is in reference to the Principal Contractor procurement route, then this route will need to be compliant with public procurement rules. There are no additional funder or OJEU requirements in light of the anticipate contract value. |
| 10.10.22 | 14 | Please provide a copy of the Form of Contract for Professional Services that is to be adopted. | See query 12 above. |
| 10.10.22 | 15 | Point 9 under Strategic Objectives of the Contract mention the value of Phase 1 as estimated to £1.2 millions. What is the value estimated of Phase 2? | See 3 above. |
| 10.10.22 | 16 | Please clarify, Under Required Actions section, what is the scope for this appointment (detailed design and coordination) in relationship to Phase 1 for period between November 2023 - February 2023 | See 5 above. |
| 10.10.22 | 17 | Please clarify, Under Required Actions section, what is the scope for this appointment (contract administrator) in relationship to Phase 1 for period between June 2023 - February 2023 | See 5 and 6 above. |
| 10.10.22 | 18 | Are the Principal Designer role and the Pre-Construction Information deliverables to be included as part of this appointment or will be under a separate appointment? | See 10 above. |
| 10.10.22 | 19 | Please provide the climate emergency questions mentioned under section 3 - tender evaluation | As listed on p10 section 9.2 of the brief. |
| 10.10.22 | 20 | Are the fortnightly meetings mentioned under section 4 in person or video conference?  | Appropriate use of remote working will be made during all stages of the project; however it is anticipated that a minimum of monthly site meetings/ visits will be required. |
| 10.10.22 | 21 | Please confirm there are no other documents beyond the ’22 09 16 Midsomer Norton Market Hall - Architect Brief Phase 2 RIBA 4-6’ | The brief and the updated Schedule of Tender Queries together with the relevant planning documents and documents as signposted under query 1 form the tender documentation. |
| 10.10.22 | 22 | Format of submission - Are there any formatting constraints, page or word limits for the response? Do you require the submission in a single pdf document?  | There are no specific restrictions however we would ask that size is dictated by what is required specifically for the submission and that general marketing material is not supplied. |
| 11.10.22 | 23 | Fee inclusions and exclusions - Could you confirm what the value of Phase 2 construction works is estimated to be? Could you clarify what is expect to be included within the Estimated Value of Contract i.e., Architectural and Contract Administration Services only; Disbursements and Expenses; surveys; other?  | See 3 above re contract value.Architectural and Contract Administration services including reasonable expenses are expected to be included within the overall fee. |
| 11.10.22 | 24 | Scope of services – Could you clarify whether the Contractor for the Phase 1 works is appointed to continue for Phase 2? If not, is there an extension clause in the Phase 1 Contractors’ Contract that allows them to continue?  | Phase 2 works will be subject to a separate procurement process. |
| 11.10.22 | 25 | Design Team - Could you clarify which design team members are appointed for Phase 1 are also appointed to continue for Phase 2 i.e., Principal Designer; Conservation Architect, Ecologist, Archaeologist, Mechanical & Electrical Engineer, Structural Engineer, Project Manager and Quantity Surveyor? | See 9 above. |
| 11.10.22 | 26 | Are the Project Related Scored Questions to be answered separately with examples or as part of a single Fee Proposals document? | It is in your own interest to clearly indicate what part of your submission relates to what part of the requirements in order that evaluation can be carried out most effectively. General marketing material or generic responses which are **not** clearly indicated as relevant to the quality questions should not be provided. |
| 11.10.22 | 27 | Is there any specific word count for each individual scoring question? | No but please keep your answers clearly relevant to the area you are addressing. |
| 11.10.22 | 28 | Must we submit our responses in plain text within the Brief document, or can we include a separate formatted Appendix for the questions? | Please use any format you feel to be clear. |
| 11.10.22 | 29 | Can we include CV’s to demonstrate experience/ability of team members? | Please feel free to do so where this amplifies and supports your responses to the quality criteria. |
| 11.10.22 | 30 | Can we include a separate company organogram to show responsibilities/relationship between team members? | Please feel free to do so where this clarifies and supports your overall response. |
| 11.10.22 | 31 | Can you please confirm that the tender closes at 17:00 on Monday 17th October? | As stated in the brief and on the portal, the deadline is 9am on Monday 17th October. |
| 11.10.22 | 32 | We assume JCT traditional contract RIBA Stage 5 or NEC? | The anticipated form of contract is JCT Intermediate. |
| 12.10.22 | 33 | We intend to add a little additional time to the review of Stage 3 information within our programme and fee schedule | Where you feel the programme requires reforecasting to accommodate specific design amendments, please indicate these in your bid. |
| 12.10.22 | 34 | We propose submitting a supplementary document which will contain the responses to some of the specific questions within your Invitation to Tender - Method statement, CVs of the team etc.  | Where you include supplementary material, please ensure that it relates to the specific requirements of the brief and highlight this in your bid. |