**Professional Services Tender – Newton’s Place NP001**

**Clarifications to bidders’ questions**

1. Do you need individual tenders for each of the disciplines and by what date?

You can submit **a** tender for multi-disciplinary works by the earlier date of 8th September or you can submit a tender for project management by the 8th of September and a separate second tender covering all other disciplines by the later date of 15th September.

1. Our practice provides Project Management, Quantity Surveying and Principal Designer services, therefore, can we bid for individual lots, rather than submitting a multi-disciplinary bid?

 Also, if we can bid for all of the above services, would one tender submission document be sufficient or would we need to provide a separate submissions per discipline.

We don't mind if you want to make a multidisciplinary application, but, we would prefer individual tasks. Therefore, if you want to submit one application but indicate which individual disciplines within that you are interested in and the individual bid values.

1. Construction budget is £1.3m – can you provide a copy of the initial cost estimate so we can get a further feel for the extent of work allowed for and to test how realistic the budget is.

The Town Council has provided an overall guide on the costs but is aware that this may well change through the development phase. The initial cost plan for the construction was estimated at approximately £1.3m which includes a contingency at 20% as recommended by the Heritage Lottery Fund (HLF) and excludes the museum design and installation costs.

1. Are our fees to be based on % of the construction value (as is quite common) or expressed as a lump sum based on the £1.3m budget.

We have submitted a bid to HLF estimating costs for the development phase (i.e. up to RIBA 3) and then estimated the delivery phase (to completion). HLF, as with all other funders, give a specific sum and therefore we need the confidence that this won’t be exceeded during the delivery phase.

1. We are interested in entering a multi-discipline bid including project management.  Can we enter this by 15th Sept? I note PM bids are to be received by 8th, is there a reason why they are required a week earlier?

Yes, it was endeavouring to bring in some expertise from the PM to provide some input into the selection process (if not a conflict of interest) and fine-tune the Schedule of Services if required for the other disciplines.

1. Out multi-disc bid as one document will detail the whole team but still give you the option to ‘cherry pick’ the services you might wish to use or not.  Would that approach be okay? Yes, provided it is clear within the document the disciplines, approach and costs.

1. We do not have architects in-house but we work closely with an employ architects as our sub-contractor giving you one point of contact and responsibility.  Would this be okay or would you prefer to employ the architects directly? There is a preference to contract separately and having direct contact with all disciplines through a project meeting is viewed positively. It will be really important that the architect has direct contact with the Museum curator and the Community Engagement Officer.
2. Can we quickly check if we are submitting a tender for Structural engineering and Principal Designer, do we need to submit separate 'Questionnaires for Development phase tenders August 2017', or is one for each tender sufficient?

You only need to submit one supplier questionnaire with your proposal.

1. Under ‘Intention to tender’ it states

…Newton Abbot Town Council has invited selected bid-writers to tender for this supply.

Does this mean it is not open?

Newton Abbot Town Council is committed to trying to secure the right suppliers to undertake the work and has promoted the opportunity through Contract Finder to encourage competition. It has emailed some suppliers who may be appropriate and interested in the work to flag up the opportunity. All suppliers will be subject to the same assessment process.

1. Reference: PM ITT page 4 deliverables bullet point 2. RIBA stage 2 by the end of October.

With design team commencement on Monday the 25th of September, please can you confirm your anticipation, that as noted in the above bullet point you expect the design team to have a fully developed and signed off RIBA stage 2 document within 5 weeks after their appointment.

We are aware that the timing on the project is tight throughout the development phase. We have giving this timing as a target to meet an anticipated HLF review date. Please note within the ‘Timeframe’ section:

“Phase 1 is scheduled to be completed by end Feb 2018 in order to submit to HLF for Round 2. If this is not possible, please identify this within your submission”.

1. Can we visit Newton’s Place?

I can confirm that this can be arranged. We will ask a staff member to open the building for you but they will not be in a position to give you any further information regarding the tender or project. If you do have further questions, please submit these through the normal channels so that we can then provide a response and ensure that this is available to all tenderers.

1. We are a multidisciplinary practice offering Architectural, Structural and Civil Engineering, and Principal Designer roles from within our own resources. Our clients often ask us to provide all professional services required to deliver projects, and we have become very adept and practised at doing this. In this case, we would like to offer the services mentioned above together with the M&E Engineer, which we would outsource to a trusted sub-consultant. The Invitation to Tender document hints that this would be acceptable, but can you give a little information about whether or not the Council would consider this proposal seriously, or whether it really wants to appoint the professions separately. My concern is that we would put ourselves at a disadvantage if we submit a multi disciplinary team tender. – the Project Team would prefer separate disciplines, you are correct on that basis. However, you would not be at a disadvantage if you wanted to submit a multi-disciplinary tender. We are happy to be flexible and will select what we consider the best outcome for the Project. Separate disciplines we felt would offer us the highest level of control.
2. Can we see a copy of the Initial Cost Plan? This would help to clarify what is and is not included in the project. The Town Council has provided an overall guide on the costs but is aware that this may well change through the development phase. The initial cost plan for the construction was estimated at approximately £1.3m which includes a contingency at 20% as recommended by the Heritage Lottery Fund (HLF) and excludes the museum design and installation costs.
3. Is there any flexibility on the date for the submission of the Round 2 bid? The deadline for March 2018 submissions on the HLF website is 1st rather than the 15th March. Realistically, all the design team work needs to be complete about a month before this to give time for the application documents to be completed, assembled and submitted. This only leaves about 4 working months in which to complete any outstanding surveys and all the Round 2 work, and of course Christmas falls within that period too. On HLF projects of this scale, we have usually had an 8 to 9 month period for Round 2 bids. We are aware the deadlines are tight, HLF commented upon this themselves. However, we will attempt to meet these timescales. Although it says 1st on the website we have our own designated HLF Grant Officer who has given us the 15th as the date for submission.
4. A structural survey has been provided. This is very general and makes a number of references to further investigations being necessary. Are we to include for a detailed condition survey of the existing structure and fabric from which the requirements for repair will be derived? Potentially, but only internally. There has been a full asbestos survey and works carried out. A bat survey will need to support the planning application. A Heritage Surveyor has carried out a full visual survey, including taking a cherry picker on the roof. The only are that might come up with surprises would be under the floor.
5. Can we see the other survey reports which have been prepared – Heritage Specialist, Utilities Supply, Bat, Asbestos? Was the Asbestos Survey a full Refurb and Demolition Survey, or just a Management Survey? Some have been published already, any further will be published over the next few days.
6. Has a Conservation Management Plan been prepared, and if not, has the HLF suggested that one will be required. If one is required, are we to include for its preparation? Yes, one will need to be commissioned.
7. Who is to be responsible for the preparation of the Management and Maintenance Plan and if it is to be the Architect, are we to include it in our tender? It would I suggest be the Architect in consultation with the other disciplines.
8. There would normally be a requirement for an Accessibility Audit. Please confirm whether one will be required, whether it is to be provided by the Architect, and whether we are to include it in our tender.  Yes please.
9. Has the HLF requested any archaeological recording or a watching brief during the alteration work? Yes.
10. Can we see the measured survey drawings (only the proposed drawings have been issued)? Have these been produced from a CAD model, or are they just 2D drawings? Was the building scanned or measured, and if scanned, would the scan data cloud be provided to the successful consultant? Presumably we can assume that the editable drawing or model files will be issued to the successful tenderer without any encumbrance. Yes, this has been carried out and can be made available. It was carried out by Quadrant Surveys.
11. The programme requires Planning and Listed Building Consent to be approved by the end of February 2018. This will mean submission of the application before Christmas 2017. In order to engage the Planning and Conservation officers in discussions to ensure a smooth passage through the assessment period, we would prefer to submit a Pre Application Consultation, but this programme may not give enough time to do this. Taken with the comments in point 3 above, we do wonder whether the Round 2 programme is too short. There has been detailed discussions with both the Planning Officer and Conservation Officer at Teignbridge District Council. Not only did both support our application for change of use, they both agreed in principle to the plans we have created thus far. I do not agree formal Pre-Application Consultation is required.
12. Are you expecting lump sum or percentage fee quotations? Lump sum.
13. The Architect’s services are set out on page 12 of the Invitation to Tender. Please confirm that the role does not include “Lead Designer” or “Contract Administrator” services. Will the Project Manager/QS provide these services? Correct.
14. I would have thought that Stages 0, 1 and 2 of the Work Stage Services are already complete, and that you are unlikely to require Work Stage 7, In Use. Please confirm that we do not need to include for these stages. I cannot confirm at this stage but will be able to on Monday.
15. The “Other Services” requested include;
    1. No 5 – Surveys, inspections or specialist investigations. These will need to be defined if we are to include for them in this tender. Normally, they are defined after the project starts and requirements become known, and then competitive quotations are sought from specialists as required.
    2. No 23 – Interim and Final Valuations. These would normally be carried out by the building contractor and verified by the QS. Please confirm that they are not required.
    3. No 24 – Compiling Maintenance and Operational Manuals. It is normally the building contractor that is responsible for compiling the manuals, and this is set out in the contract preliminaries at tender stage. It would then be the Contract Administrator’s job to ensure that they are produced competently and timely. Please confirm that we are not to include for this work. Correct.