



**Invitation to Tender (ITT) for
Delapré Abbey –
Multi-Disciplinary Design Team**

Submission of Tenders: 12:00 - 12th December 2022

**Any queries relating to this tender should be submitted via the Project
Manager email - chris.bayliss@curriebrown.com**

Issue date: 21st November 2022

1.0 INTRODUCTION

1.0 Overview: Purpose of the Tender

1.0.1 Delapré Abbey is currently in the development phase of a Round 1 application to the National Lottery Heritage Fund (NLHF) which will focus on the redevelopment of the 19th Century Stable Block to create space for a mixed use development, with a curation of users to support the wellbeing focus of the Trust.

Delapré Abbey wishes to appoint a suitably qualified and highly experienced Multi-Disciplinary Design Team (MDDT) to work with the Project Manager and Cost Consultant on the Pre-development, Development and Delivery Phases – RIBA 2 to RIBA 7. This shall be in accordance with the RIBA's Plan of Work attached to the end of this report (see appendix). Note that designs are currently at RIBA Stage 2 (Concept).

The person or firm(s) appointed to this role will be led by a separately contracted Project Manager and Cost Consultant as outlined in a separate brief and separate invitation to tender. There will also be a Lead Consultant in the MDDT (most probably the Architect) who will be the main point of contact between the MDDT and Project Manager.

For the purpose of this document, references to a cost consultant or quantity surveyor (QS) will be used interchangeably.

The deliverables for the project are:

Early appointment of Principal Designer to manage all Health and Safety matters, including discharge of all CDM duties (as Principal Designer) and all other Health and Safety duties under other legislation and best practice, liaison with the Project Manager and Client on CDM/H&S matters during development, construction and handover.

All surveys necessary to establish full scope of works – please seek clarification from the Project Manager

Planning permission (including general and specialist planning advice) and other Statutory Consents

A 3D model of the building for use in cost management and build process

Detailed designs up to and including RIBA Stage 5 (Construction) for all design activities and disciplines, including on responses to Contractor design queries, materials approvals and provision of information for effective contract administration.

Contribution to a fully itemised Cost Plans for the Capital Works and production of relevant procurement documents

Contribution to National Lottery Heritage Fund Delivery (Round 2) grant applications, experience of a National Lottery Heritage Fund capital project is required.

Assistance in procurement of Principal Contractor and delivery of Capital Works project
A Management & Maintenance Plan Evaluation of the project on completion. Contribute to relevant post completion activities, such as production of operation and maintenance manuals, lessons learnt exercises, community events and so on.

Clerk of works/NEC Supervisor (dependent on main works contract chosen) during RIBA 5
Subject to satisfactory performance and funding being secured for the Delivery Phase, members of the MDDT will also be commissioned, through this same tender process, to work with the Project Manager and Cost Consultant to deliver the implementation of all landscape and building works, including service installations from initial concepts through to completion and hand over.

If successful, work undertaken in the Delivery Phase will include:

- Contribute to contract administration of the Capital Works Project (contract administration by others) plus management of the MDDT by the Lead Designer up to completion (RIBA Work Stage 7)

There is, however, no guarantee that Delivery Phase services will be required and bidders should take account of this.

- 1.0.2 The MDDT will also work very closely with the Delapré Abbey Trust and other key stakeholders to ensure the successful development and delivery of the 19th Century Stable Project.
- 1.0.3 This ITT sets out the background to the project, the tender process, timescales and management arrangements. It has been issued to obtain a **fixed fee proposal with itemised detail for both the Development and Delivery Phases** and shall include all of the above disciplines relating to design and specialist advisory services for the redevelopment of the 19th Century Stable.
- 1.0.4 These Instructions to Tenderers and all other documents forming this invitation to tender, form the tender documents.
- 1.0.5 The required Services are described in detail in Section 3 of this ITT – Specification of Requirements and the relevant appendices. Note that the budget amount is only an estimate so a competitive tender is expected. The estimated project budget for the delivery of the capital works from RIBA 4 to 7 (excluding contingency, inflation and fees) is currently £2,384,796 although we expect this to change during RIBA 3 to 4.
- 1.0.6 The tenderer is deemed to have fully acquainted him or herself with the tender documents and to have taken these into account in his or her tender price, for all matters affecting the Service contract.
- 1.0.7 Tender submissions shall remain open for acceptance without alteration for a period of 30 days,

following the return date for tenders.

1.1 Project Specifics

- 1.1.1 Delapré Abbey is located on London Road, Northampton, around a mile from the city centre. Situated on the site of the 1460 Battle of Northampton, the Delapre Abbey stable blocks consist of an altered core around a courtyard and is the subject of this ITT. The wider site sits in a conservation area within over 550 acres of park and woodland, and is formed of the Grade II* 900 year old Abbey and a complex of buildings.
- 1.1.2 Delapré Abbey successfully delivered a £6.3m preservation and restoration of the Abbey buildings which reopened in 2018 as a multi-use heritage visitor attraction and venue. This included a visitor and education centre, shop, exhibition space, restaurant and cafe.
- 1.1.3 The trustees would now like to forge ahead with the second phase of development by restoring the 19th century stable yard into a new space focused on social enterprise, social prescribing and wellbeing.
- 1.1.4 The stables are currently in a state of some disrepair but they present an obvious commercial opportunity for the Delapré Abbey Preservation Trust who are looking to ensure the long term sustainability and maintenance of the Abbey site as a whole.
- 1.1.5 Although the buildings which form the C19th Stable Block and are the subject of this ITT are themselves unlisted, they lie within the Delapré Abbey Conservation Area which was formally designated in 2007.
- 1.1.6 The C19th Century Stable Block comprises a number of buildings known as The Stables, The Gate Lodge, Gardners Cottage and The Apple Store. This terminology gives an indication of their last known use.
- 1.1.7 The buildings are generally of traditional brick built construction, with dual pitched roof coverings and timber framework throughout. Over time stone built boundary walls appear to have been incorporated into certain areas and elsewhere materials such as roof tiles have been replaced with modern equivalents.
- 1.1.8 The condition of these buildings has been assessed and a report prepared which will be made available for further study. This encompasses a range of defects from eroded masonry, cracking of walls, vegetative growth, rotten timber joinery, movement within structural members and water damage.
- 1.1.9 Drawings will be provided within the appendices showing the existing layout and likely proposals for mixed use.

1.1.10 Note that any remedial or new work will have to be implemented in accordance with current statutory requirements while still being sympathetic to the needs of historic building fabric.

1.1.11 In carrying out the refurbishment and conversion of the C19th Century Stable Block, the Delapré Abbey Preservation Trust aims to change these tired buildings into impressive assets for the future.

1.1.12 The Project Manager and QS team, together with the MDDT will be pivotal in developing and delivering this flagship project.

Floor	Accommodation & Measurements
Ground	GROSS INTERNAL AREA 924.4 SQM - 9950SQFT
First	GROSS INTERNAL AREA 74.6 SQM 802.99 SQ FT
GROSS INTERNAL AREA 999 SQM 10753.15 SQ FT	
EXTERNAL - THE SITE IS A TOTAL OF 0.808 ACRES	

1.1.13 Delapré Abbey Preservation Trust has been in existence since 2006. It is an independent not-for-profit charity and company limited by guarantee, with a Board of Trustees who provide governance and monitor performance through various subgroups. The day-to-day operations of the Trust are delegated to the Chief Executive.

1.1.14 Delapré Abbey’s vision for the 19th Century Stable Block is as follows:
 Situated on the site of the 1460 Battle of Northampton, the Delapre Abbey complex is Grade II* listed and consists of a much altered core around a courtyard. The Abbey is one of a group of buildings that includes the Stable Blocks.

The 19th century stable buildings, to the north of the site, are used for storage but could be transformed into mixed use retail and commercial spaces. The stable complex comprises multiple buildings that architectural plans and an options appraisal indicate could be converted into up to 16 mixed use units.

The stables are in a state of disrepair but present a commercial opportunity for the Trust, to ensure the long term sustainability and maintenance of the whole Abbey site. Once developed, the stable site could generate up to £158,000 in income, and possibly £1.2m of GVA for the local economy.

The intention is for the units to be of mixed use that would bring the greatest benefit to visitors, the wider community and increase visit dwell time and more sustainable income by providing additional on site facilities. The ultimate goal for the development is that enough income is raised through the commercial and retail units to make the whole Abbey site free to enter, and more accessible to all.

Looking at our understanding of the market, our visitors and comparative organisations, we have identified that a successful mixed model of community, retail and commercial opportunities exists. Having a mixed model will also allow us to bring in flexibility to our business model, and to support the use and lease of some of the units by community organisations for broader and more inclusive benefit.

PRE-DEVELOPMENT PHASE

Pre- Development Phase – Methodology, Outcomes and Design Team Services:

On appointment the successful tenderer will be expected to implement the following:

- Take delivery of the client's brief. Note this may have been revised slightly since Concepts were initially agreed (RIBA Stage 2)
- Prepare budget costs to cover the initial Expression of Interest and the bid phase of a Round 1 application to the NLHF This may be irrelevant if already complete
- Give a short presentation to the client and key stakeholders of the specific project roles, including a description of the duties and responsibilities that will be attributed to each one
- Advise the client and stakeholders what they themselves will be asked to contribute (in a timely manner) to ensure the smooth running of the project
- Give a broad overview of the process and methodologies that will be used to achieve key milestones
- Help establish and adhere to the communications system setup by the Project Manager, that is to include regular meetings (virtual or in person) plus a reporting strategy for the professional team (Project Manager, Cost Consultant and MDDT), the client team, funders and other stakeholders
- Provide digital support as necessary and share documents on a cloud based platform

DEVELOPMENT PHASE

Development Phase – Methodology, Outcomes and Project Team Services:

During the Development Phase of the project the MDDT will build upon the solid work completed in the options appraisal and architectural plan concepts stage. The team will further develop and expand the depth of project detail through considered research and studies, commissioning specialist plans and surveys as necessary.

The team will work closely with the Project Manager to ensure that this information feeds directly into quality costed Scheme Design Proposals which will be submitted with the final NLHF grant application for the Delivery phase.

Development Phase – Programme Delivery

The Development Phase will last for approximately 12 months until submission of the NLHF Round 2 application becomes due in November 2023. This will depend on successful implementation of the Project Execution Plan

Development Phase – Procurement Strategy

The MDDT which will be appointed shall contain all required specialisms to deliver the quality and quantity of work required for a successful final NLHF application.

Note Delapré Abbey will have direct appointment with all the consultants, ensuring an equal relationship with all design team members, ensuring shared responsibility. The Project Manager will be responsible for the commissioning and contract management of the required specialists and surveys.

Lead Designer will be expected to liaise with all members of the MDDT to ensure that survey information is procured in a timely manner, with support from the Project Manager.

It is a requirement that the design be progressed to RIBA Work Stage 4 prior to tendering the construction works (although this may be reviewed following the appointment of the Design Team to ensure that the restoration is delivered to an acceptable quality).

The MDDT and Lead Designer will initially be appointed to contribute to all aspects of the Development Phase. Subject to satisfactory performance and if the necessary funding for the Delivery Phase is secured, the commission may be extended to cover implementation of the Delivery Stage of the project. **There is, however, no guarantee that Delivery Stage services will be required.**

Development Phase – Outcomes

- Feed in to the Project programme to cover the following:
 - (i) design development
 - (ii) procurement of contractors and
 - (iii) contract documentation for the Capital Works
- Planning permission and all statutory approvals fully in place, including any protected species licences and other consents
- Identification of any Enabling or Ancillary Works that may be necessary
- Applications to Mains Service Providers for any new provision or adjustment to existing installation(s)
- Detailed designs to RIBA Work Stage 4 for all construction, service installations, hard and soft landscaping including access roads where applicable
- Suggestions for basic tenant-fit out in place
- Preparation of tender documents for Contractor procurement supporting the Project Manager.
- The Project Manager will have responsibility for the management of the procurement process, the Design Team will need to support this process with timely information and documentation.
- Co-ordination of similar Heritage Projects that can help the team develop the plans and support a greater understanding of the NLHF process.
- Contribution to Round 2 application to the National Lottery Heritage Fund for a Heritage Enterprise grant covering RIBA Stages 5-7

Development Phase – Design Team Services Required

To fulfil the project outcomes the following specialisms are required from the **MDDT and Lead Designer**:

- Architect and Lead Designer
- Principal Designer
- Structural Engineer
- Mechanical and Electrical Consultants
- Specialist Consultants and Surveyors
 - Access, Environmental Sustainability

Key services are summarised below with further details available in **Section 3 – Specification of Requirements- Appendix A: Schedule of Services**.

1. Architect and Lead Designer

The following services are expected:

RIBA Work Stage 2 to 4 (continue to add outputs)

- Working closely with the Principal Designer from an early stage
- Assembling the MDDT and communicating information to them

- Design coordination of all design elements
- Production and coordination of 3D modelling
- Providing consultancy advice to the Project Manager, Cost Consultant and Delapré Abbey Preservation Trust
- Developing client's original brief to reflect any changes
- Providing outline drawing proposals (including Interior Design where appropriate)
- Collaborate with Interpretation Planners
- Monitor quality control with regard to collaborative design submissions
- Liaising with the Local Authority and other statutory bodies. Making the necessary submissions for Planning permission, Building Regulations approval and any other required consents
- Responsibility for production and submission of documents to discharge planning conditions as required by the programme (including contractors programme)
- Attend meetings and provide reports as necessary (pre contract)
- Participate in stakeholder and public consultation events where required
- Assisting in the programming of project timescales
- Prepare a **RIBA 3 level** presentation for the NLHF mid-development phase review;
- Development of drawings and specifications to RIBA level 4
- Production of information to support contractor procurement process
- Provide value engineering support where necessary
- Lead operational review for the Trust following any value engineering works

2. Principal Designer

The following services are expected:

RIBA Work Stage 2 to 4 (continue to add outputs)

- Assist Delapré Abbey in identifying, obtaining and collating pre-construction information
- Provide pre-construction information to designers
- Ensure so far as is reasonably practicable designers comply with their duties and cooperate with one another
- Avoid risks
- Evaluate risks which cannot be avoided
- Combat risks at source
- Develop a coherent prevention policy
- Establish and maintain designers CDM Risk Register

3. Structural Engineer

The following services are expected: (continue to add outputs) RIBA

Work Stage 2 to 4

- Site investigation and analysis
- Preparation of report findings
- Structural calculations
- Concept design drawings through to detailed design
- Provision of technical advice, including guidance on materials
- Contribute to a fully coordinated 3D model

4. Mechanical and Electrical Consultant

The following services are expected:

RIBA Work Stage 2 to 4 (continue to add outputs)

- Desktop studies and analysis of concept designs by MDDT
- Contribute to a fully coordinated 3D model
- Liaison with Mains Service Providers and Statutory Undertakers
- Guidance on proposed systems and layout advice
- Test and evaluate options
- Preparation of drawings and production information
- Development of early concepts through to detailed design
- Provision of technical advice, including guidance on materials and apparatus

5. Specialist Consultants

The following services are expected:

RIBA Work Stage 2 to 4 (continue to add outputs)

- Site investigation and analysis
- Preparation of report findings
- Schedule of Advisory Works
- Quotations
- Programming
- Provision of technical advice, including guidance on materials

DELIVERY PHASE

Please Note: Subject to satisfactory performance and funding being secured for the Delivery Phase, the Design Team will also be commissioned through this tender to manage the implementation of all works in the Delivery Phase.

There is, however, no guarantee that delivery stage services will be required and bidders should take account of this.

Delivery Phase – Methodology, Outcomes and Design Team Services:

Delivery Phase – Methodology

During the Delivery Phase of the project the appointed Project Management and QS team will manage and oversee the implementation of all landscape and building works agreed at Development Phase. They shall also ensure delivery of the key heritage and landscape outputs and outcomes. The **Lead Designer** will be expected to liaise with the Project Management Team on behalf of the MDDT.

The design will need to be taken to RIBA Work Stage 4 and drawings produced that can be used as a basis to tender for a Contractor to undertake the works (RIBA Work Stages 5-7).

All works will need to be delivered in line with relevant guidance provided by the NLHF.

Delivery Phase – Programme

If successful in securing funding, the Delivery Phase will commence in **April 2024** and last until the completion of capital works in **May 2025**

Depending on the successful implementation of the Project Execution Plan, the Delivery Phase will be undertaken in two sections:

Phase 1 (RIBA Stages 2 to 4 (Review Only if Required))

Phase 2 (RIBA Stages 5, 6 and 7)

This will enable contractor procurement/appointment of the Capital Works to progress (subject to NLHF guidelines) while awaiting the outcome of the Round 2 application award and Permission to Start.

Delivery Phase – Procurement Strategy

Subject to satisfactory performance and funding being secured for the Delivery Phase, the Design Team will also be commissioned through this tender to manage the implementation of all capital works at Delivery Phase.

The appointed Multi Disciplinary Design Team will either contain or will request the commission of all required specialisms to deliver the quality and quantity of work required as detailed in the Stage 2 NLHF application.

As with the Development Phase Delapré Abbey will make a direct appointment with all consultants in order to ensure an equal relationship and shared responsibility. The Project Manager will continue to be responsible for the commissioning and contract management of the required specialists and surveys.

Note tenderers for the MDDT will be expected to produce tender documentation for the appointment of the Delivery Contractor.

The Project Manager together with the Lead Designer will lead the evaluation/appointment process of the Delivery Contractor.

The Lead Designer will be expected to liaise with all members of the MDDT to ensure that important information arising from such discussions is shared with all members of the team.

Delapré Abbey will procure the contractor, and have a contract directly with them.

The MDDT and Lead Designer will initially be appointed to contribute to all aspects of the Development Phase. Subject to satisfactory performance and if the necessary funding for the Delivery Phase is secured, the commission may be extended to cover implementation of the Delivery Stage of the project. **There is, however, no guarantee that Delivery Stage services will be required.**

Delivery Phase – Outcomes

Below is a summary of the expected outcomes and outputs for the Delivery Phase.

- Management and implementation of the construction plans to RIBA Work Stage 7, to agreed timescales, costs and quality standards and in accordance with NLHF and other applicable guidelines.
- The Design Team should update and/or oversee the updating of any Plans, Reports and Maps as appropriate (including the Management and Maintenance Plan and the Conservation Plan).

Delivery Phase – Design Team Services Required

Delapré Abbey intends to appoint a cohesive MDDT and Lead Designer to deliver the project.

Key services are summarised below with further details available in **Section 3 – Specification of Requirements- Appendix A: Schedule of Services**

1. Architect and Lead Designer

The following services are expected:

RIBA Work Stages 5 to 7

- Assist in provision of information for Contract Administration (undertaken by others)
- Attend meetings and provide reports as necessary (post contract)
- Respond to design queries and requests raised by the Contractor or others
- Hand over all files and documents at Practical Completion, including assurance of information produced by the Contractor

2. Principal Designer

The following services are expected:

RIBA Stages 5 to 7

- Provide risk management to the client team, MDDT and Lead Designer where possible.
- Escalate issues as required
- Maintain CDM risk register, ensuring operation risks are communicated to the end user
- Liaise with the Principal Contractor
- Keep full and proper records of all meetings and negotiations conducted in connection with this work
- Provide Construction Phase Health and Safety File
- Provide and hand over completed Health and Safety File at end of Capital Works

3. Structural Engineer

The following services are expected:

RIBA Stages 5 to 7 (continue to add outputs)

- Provision of technical advice, including guidance on materials
- Attendance at MDDT meetings as appropriate
- Site visits to monitor implementation of structural interventions
- As Built drawings and maintenance advice
- Respond to design queries and requests raised by the Contractor or others

4. Mechanical and Electrical Consultants

The following services are expected:

RIBA Stages 5 to 7 (continue to add outputs)

- Development of early concepts through to detailed design
- Provision of technical advice, including guidance on materials and apparatus
- Attendance at MDDT meetings as appropriate
- Site visits to monitor installation of new systems
- As Built drawings and maintenance advice
- Respond to design queries and requests raised by the Contractor or others

5. Specialist Consultants

The following services are expected:

RIBA Work Stage 5 to 7 (continue to add outputs)

- Provisional of technical advice, including guidance on materials
- Attendance at MDDT meetings as appropriate
- Site visit(s) as necessary to oversee specialist works
- As Built drawings and maintenance advice
- Respond to design queries and requests raised by the Contractor or others

2.0 INSTRUCTIONS FOR TENDERING

2.1 General Tendering Information

- 2.1.1 These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all information asked for in the format and order specified in the tender documents. If you have any doubt as to what is required or will have difficulty in providing the information requested, please submit a question via chris.bayliss@curriebrown.com
- 2.1.2 Delapré Abbey reserves the right to contact and take up references. Tenderers are required to provide details of three references for work of similar scale and nature in the ITT submission.
- 2.1.3 Tenders shall be submitted in accordance with these instructions.
- 2.1.4 Tenders that do not comply with any mandatory requirement (i.e. where the words “shall” or “must” are used) will be rejected.
- 2.1.7 This ITT does not constitute an offer and Delapré Abbey does not undertake to accept any tender. Delapré Abbey reserves the right to accept a Tender in part, rather than in full.
- 2.1.8 Whilst the information contained in this ITT is believed to be correct at the time of issue neither Delapré Abbey, nor its advisors, will accept any liability for its accuracy, adequacy or completeness nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of Delapré Abbey.

2.2 Confidential Nature of Tender Documentation

- 2.2.1 Documentation in relation to this Invitation to Tender and any Tenders received by Delapré Abbey in response to it shall be treated as private and confidential save where the disclosure is required by law.
- 2.2.2 Other than with professional advisers or sub-contractors that need to be consulted with regards to the preparation of the Tender, Tenderers shall not:
- a) Disclose that they have been invited to tender;
 - b) Discuss the Invitation or the Tender they intend to make;
 - c) Release any information relating to the ITT and/or the Tender that they intend to make;
 - d) Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other organisation and/or person, other than in good faith with an organisation and/or person who is a proposed partner, supplier, consortium member or provider of finance;
 - e) Enter into any agreement or arrangement with any other organisation and/or person, other than in good faith with an organisation and/or person who is a proposed partner, supplier, consortium member, or provider of finance;

- f) Enter into any agreement or arrangement with any other organisation and/or person that has the effect of prohibiting or excluding that person from submitting a Tender;
- g) Canvass directly or indirectly with any other Tenderer, Member or Officer of Delapré Abbey (including its consultants and contractors) in relation to this procurement;
- h) Attempt to obtain information from any of the employees or agents of Delapré Abbey or their advisors concerning another Tenderer or Tender.
- i) Pass the ITT documents to any other organisation.

2.2.3 If a Tenderer does not observe the points above, Delapré Abbey will reject their tender and may decide not to invite the Tenderer to tender for future work.

2.2.4 Delapré Abbey will consider only bona fide bids, which do not refer to any other bid. It shall be entitled to disqualify any application where collusive bidding is suspected.

2.3 Freedom of Information Act 2000 and the Environmental Information Regulations 2004

2.3.1 Delapré Abbey will consider the disclosure of any information, including pricing information (for both successful and unsuccessful Tenderers), subject to the exemptions / exceptions under the Information Legislation. Tenderers should be aware that attaching a blanket label of "private and confidential" or "commercial in confidence" to their proposal may not exempt / except the proposal from disclosure under the Information Legislation.

2.3.3 If a Tenderer considers that all or any part of its proposal and/or any specific information contained therein constitute a "trade secret", or that information contained therein is commercially sensitive information disclosure of which would be likely to prejudice the commercial interests of any party, or believes that a duty of confidentiality applies or otherwise considers that such documents and/or information falls within any other exemption or exception set out in the Information Legislation, the Tenderer should:-

- (a) attach information it considers to be commercially sensitive e.g. costing or a trade secret in a separate schedule marked 'commercially sensitive information' or 'trade secret' and include a time limit for the sensitivity of the information; and
- (b) in respect of such schedule and/or specific information, identify the particular exemption/exception that the Tenderer claims applies in the particular circumstances. Tenderers should do so in full knowledge of the relevant terms of the Secretary of State's Code of Practice (the Code) under Section 45 of the Freedom of Information Act 2000, on the handling of requests under the Freedom of Information Act 2000. This will enable Tenderers to make such claims based on reasons that address the requirements of the Code.

2.3.4 Tenderers should be aware that, even when they have scheduled or identified relevant documents

and/or information and claimed exemption, Delapré Abbey has complete discretion in deciding whether such documents and/or information should be disclosed under the Information Legislation.

2.4 Disqualification

2.4.1 Tenderers should note that in the event of the below points arising, Delapré Abbey will be entitled to disqualify the relevant Tenderer(s):

- any breach of the requirements of this Invitation to Tender, the Form of Tender or the Tendering Certificate to be provided as part of a tender;
- the commission of any offence under the Bribery Act 2010 (or under any other legislation or at common law in respect of fraudulent acts) by a Tender or anyone employed by it or acting on its behalf (whether such breach or offence is with or without the knowledge of the Tenderer); or
- the giving of, or offering to give, any fee, reward or other consideration of any kind as an inducement for doing or not doing any act (or for showing or not showing favour or disfavour) to any person in connection with this procurement process.

2.5 Conflicts of Interest

2.5.1 It is the responsibility of Tenderers to ensure that there are no actual or potential conflicts of interest involved in their commission. Delapré Abbey must be notified as soon as any actual or potential conflicts of interest arise during the tender. Failure to comply may result in the tender being disqualified.

2.6 Conditions

2.6.1 Delapré Abbey is not liable by way of contract, for any work undertaken or cost incurred by any respondent in connection with the preparation, submission or assessment of any tender. The Tenderer is responsible for independently checking and satisfying himself/herself of the accuracy of the information provided in this brief.

2.6.2 Delapré Abbey reserves the right to retain all submission material, including that prepared for presentation purposes, and display or otherwise utilise the material as it may consider appropriate, at no cost to them.

2.6.3 Subject to satisfactory performance and funding being secured for the Delivery Phase, the Project Management and Cost Consultant team will also be commissioned through this tender to manage the implementation of all landscape and building works in the Delivery Phase. **There is, however, no guarantee that delivery stage services will be required and bidders should take account of this.**

2.7 Tender Response

2.7.1 This is an Open (1 stage) tender.

2.7.2 All Tenders must be submitted via the email chris.bayliss@curriebrown.com. Bids submitted through any other means (post) will NOT be accepted.

2.7.3 **Tender responses must include the following:**

- a) Signed and completed Form of Tender (section 4.2 of this ITT)
- b) Signed and completed Non-Collusive Tendering Certificate (Section 4.3 of this ITT)
- c) Responses to Qualitative Assessment Method Statements, Criteria 1-8 (section 4.4 of this ITT)
- d) Completed Excel Fixed Fee Pricing Schedule (section 4.5 of this ITT, and the schedules within the appendix)

2.7.4 **Tenders must be submitted no later than by 12:00 12th December 2022.**

2.7.5 It is the Tenderer's responsibility to ensure that their Tender arrives in accordance with the instructions above. Tenders received after the submission deadline will not be considered.

2.7.6 **Section 3 – Specification of Requirements – included in the tender documents sets out the base information needed to understand Delapré Abbey's requirements.** The Tender Response Documents (included in section 4 of this ITT) are where the Tenderer is asked to respond directly to requirements and set out their proposal and associated assumptions. All Tenderers are requested to follow the formats set out in the instructions when preparing their responses. Please be clear and unambiguous in all narrative responses.

2.7.7 In order to evaluate the tender all required documents must be returned. If any of the required documents are not submitted with any tender, Delapré Abbey reserves to itself the right to reject such tender as non-compliant.

- 2.7.8 Subject to the following paragraph, if it appears to Delapré Abbey that there is an error in the Tender (including the Tender Response Documents) the Tenderer will be invited to confirm their Tender or withdraw it within a time specified by Delapré Abbey.
- 2.7.9 Where an error relates to the total price of the Tender as calculated from other sources, the error will be regarded as being in those other sources. The Tenderer will be invited to confirm the total price or withdraw their Tender as above.
- 2.7.10 Tenderers are advised to keep a copy of their Tender submission. Delapré Abbey reserves the right to make a charge for providing a copy of Tenderer's own bid.

2.8 Communication and Questions

- 2.8.1 All formal communications (including, but not limited to, clarification questions, appointments for site visits and the submission of Tenders) to Delapré Abbey are to be made in writing using chris.bayliss@curriebrown.com
- 2.8.2 It is the Tenderer's responsibility to ensure any verbal queries or clarifications they generate are confirmed in writing via email. In the event of any misunderstandings reliance on verbal communications will not be permissible.
- 2.8.3 If a Tenderer is in doubt as to the interpretation of any part of the ITT, or if they consider that any of its requirements are ambiguous or conflict with any other requirements, they should contact Delapré Abbey via email.
- 2.8.4 No representation, explanation or statement made to the Tenderer or anyone else by or on behalf, or purportedly on behalf of Delapré Abbey as to the meaning of the Tender documents, or otherwise in explanation as aforesaid, shall be binding on Delapré Abbey in the exercise of its obligations under a subsequently awarded contract.
- 2.8.5 **Should any Tenderer wish to clarify the interpretation of any part of the ITT requirements, they may submit clarification questions via email system. This opportunity exists until the deadline of 12:00 7th December 2022 after which no undertaking is given to reply.** Delapré Abbey will use their best endeavors to respond as a matter of assistance to the Tenderer but it shall not be construed to add to, modify or take away from the meaning and intent of the proposed contract and/or the obligations and liabilities of the Tenderer. Tenderers' messages are managed in standard business hours only, Monday to Friday.
- 2.8.6 Where an enquiry is beneficial to all Tenderers, both an anonymised copy of the clarification question and the response will be communicated to all Tenderers. If a Tenderer wishes Delapré Abbey to treat a clarification as confidential and not issue a response to all Tenderers it must state this when submitting the clarification question. If, in the opinion of Delapré Abbey, the clarification is not confidential, Delapré Abbey will inform the Tenderer and the Tenderer will have an opportunity to withdraw it. If the clarification is not withdrawn, both the question and response will be sent to other Tenderers anonymously.

2.8.7 Delapré Abbey reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly.

2.9 Site Visits

2.9.1 The tendering contractors are urged to attend site. As a part of this Tender process, tenderers have the option to seek further clarification in the form of a site visit and are welcome to visit the site at any time during the opening times to the public.

2.9.2 It is intended that formal tender **site visits will be held week commencing 28th November 2022 (by prior appointment).** Tenderers will be required to meet the Project Team

2.9.3 Contractors should confirm availability to Delapré Abbey via email when Delapré Abbey confirms the exact site visit date and time via email.

2.9.4 Any queries arising from site visits should be noted by the prospective bidder and submitted via email. Any responses from Delapré Abbey will be distributed to all prospective bidders via email.

2.10 Preparation of Tender

2.10.1 No alteration or addition shall be made by Tenderers to any part of the Invitation to Tender except where expressly allowed.

2.10.2 Tenders shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the Tender equivocal. Only unconditional Tenders will be considered. Delapré Abbey's decision as to whether or not a Tender is in an acceptable form will be final.

2.10.3 A fully compliant Tender must be submitted.

2.10.4 Tenderers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of their Tender. Information supplied to Tenderers by Delapré Abbey's staff or contained in Delapré Abbey's publications is supplied only for general guidance in the preparation of the tender and no warranty is given, unless specified elsewhere in the issued documents. It is strongly recommended to Tenderers that they satisfy themselves by their own investigations as to the accuracy of such information and no responsibility is accepted by Delapré Abbey for any loss or damage of whatever kind or howsoever caused arising from the use by Tenderers of such information.

- 2.10.5 Tenderers must satisfy themselves, prior to submission of the Tender that any certificates demanded in the specifications with regard to the quality and standards of the performance of the services are appropriate in relation to those services.
- 2.10.6 Tenders and supporting documents shall be in English and any Agreement subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England.
- 2.10.7 Delapré Abbey accepts no liability for any losses suffered by the Tenderer as a result of computer viruses. It is the Tenderers responsibility to ensure that files delivered to Delapré Abbey are free from viruses and Delapré Abbey may reject a Tender which is submitted in a file or files which are, or Delapré Abbey reasonably suspects are infected with a virus and may also delete such file or files.
- 2.10.8 It is the Tenderers responsibility to ensure that files submitted are complete and fully accessible by Delapré Abbey and are not corrupted. Delapré Abbey accepts no liability for corrupted files or data, and may reject a Tender which consists of or contains corrupted or inaccessible files.

2.11 Contract Award/Acceptance of Tender

- 2.11.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, Delapré Abbey will decide to whom the Contract will be awarded and the successful Tenderer will be expected to enter into a formal agreement.
- 2.11.2 Delapré Abbey's letter of acceptance together with the documents stated in paragraph 2.7 above and all other documents jointly agreed by Delapré Abbey and the Tenderer as being included, will form the Contract between the successful Tenderer and Delapré Abbey.
- 2.11.3 Acceptance of the Tender shall only be signified in writing under the hand of the Chief Executive and no other purported method of acceptance (i.e. telephone call, correspondence from any other officer or site possession) shall be binding on Delapré Abbey. In addition any action on the part of the successful Tenderer shall be of no contractual effect and not binding on Delapré Abbey without an acceptance letter under the hand of the said officer being issued to the Tenderer.

2.12 Evaluation Criteria

- 2.12.1 The final contract award will be to the Most Economically Advantageous Tender. The tender evaluation criteria will be based on a combination of Quality and Price which has been specified and weighted in the table below.
- 2.12.2 Once all evaluations have been completed Delapr  Abbey will add the quality and price scores together to provide a total score for each Tenderer. The Tenderer with the highest total score will be recommended to deliver the service.

Criteria		Weighting
Quality - 80%		
	Key Project Personnel	30
	Project Execution	30
	Added Value	20
Price - 20%		
	Cost Proposals	20

2.13 Tender Evaluation Scoring Methodology

2.13.1 Section 1 – Supplier Information

This section is for information only and is required but not assessed.

2.13.2 Section 2 – Economic and Financial Standing

Section 2 requires self-declarations regarding whether the firm meets the selection criteria in respect of their financial standing. The answers to the questions will be marked on a Pass/Fail basis. The minimum financial turnover Tenderers are required to have should be no lower than  500,000.00 (equivalent of estimated annual contract value). The turnover considered will be that of the most recent full year of accounts.

2.13.3 If your organisation is successful in the tender then your financial standing and economic standing may be further assessed in accordance with the evaluation described in the embedded document below.

2.13.4 Section 3 – Technical and Professional Ability – References

You must complete the three referees' details and provide description of similar contracts delivered over the past five years for an initial Pass mark. References will be used to verify your experience of, and performance on, similar contracts. **The named referees you provided**

details of should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below.

Referees Details and references will be marked on a Pass/Fail basis as set out below.

Pass:

- a) Details of three other clients provided or
- b) Satisfactory explanation if you cannot provide three references, and
- c) Satisfactory references provided by referee.

Fail:

- a) Unsatisfactory response for a) or b) above.
- b) Unsatisfactory rating or no confirmation provided by referee.

2.13.5 **Section 4.1 – Insurance**

The self-declaration answers to the Additional Modules are marked on a Pass/Fail basis. The minimum insurance requirements for this contract are as follows:

- Employer’s liability insurance (as required by law)
- £5m Professional indemnity insurance, for each and every claim
- £5m Public liability insurance

Proof of insurance will be required from the successful bidder.

2.13.6 **Section 4.2 – Qualifications and Accreditations**

The self-declaration answers to the Additional Modules are marked on a Pass/Fail basis. You must provide an affirmative response to each question to qualify for the next stage.

2.13.7 **Section 4.3 – Modern Slavery Act 2015**

The self-declaration answers to the Additional Modules are marked on a Pass/Fail basis. You must provide an affirmative response to each question to qualify for the next stage.

ITT – Quality (80%)

2.13.10 This element equates to 80% of the full mark and the scoring of each element of the requirement will use the scoring system as shown in table below.

Method Statements Question	Scoring Range	Weighting
----------------------------	---------------	-----------

Key Project Personnel	0 to 5	
Project Execution	0 to 5	
Added Value	0 to 5	

2.13.11 The following scoring mechanism will be used to score the quality method statements responses:

Score	Rationale/Judgment	General Description
0	The response fails to comply with the requirements of this ITT or is otherwise incapable of evaluation.	Wholly unsatisfactory
1	The response does not demonstrate an understanding of Delapré Abbey's requirements as defined in this ITT, and is incomplete or is otherwise unconvincing in significant respects.	Unsatisfactory
2	The response demonstrates only a limited understanding of Delapré Abbey's requirements as defined in this ITT, lacks detail or is not convincing in a some respects	Cause for concern
3	The response demonstrates an understanding of, and compliance with Delapré Abbey's requirements as defined in this ITT.	Acceptable
4	The response indicates that the bidder would effectively deliver the project in accordance with Delapré Abbey's requirements. The response is convincing, detailed and demonstrates a good understanding of Delapré Abbey's requirements as defined in this ITT.	Good
5	The response indicates that the bidder would effectively deliver the project in accordance with Delapré Abbey's requirements. The response is entirely convincing, highly detailed and demonstrates a complete understanding of and compliance with, Delapré Abbey's requirements as defined in this ITT.	Excellent

2.13.12 In order to ensure that the successful Tenderer has met minimum quality standards, any Tenderer whose score includes two or more answers that are awarded a score of 2 or less, or any awarded of a score of 0, will be deemed to have failed minimum quality standards and will be deselected from the tender process.

ITT – Price (20%)

2.13.13 The pricing schedules submitted will be worth 20% of the overall marks.

The Tenderer with the lowest price will receive the maximum points available.

Each remaining Tenderers' price will be awarded a score based on the percentage difference between their price and that of the most competitive price:

Score = Lowest Tender Sum / Contractors Tender sum x Max. Weighted Available Score Please see an

illustrated example of the calculation methodology below for clarity:

Tenderer A	Tenderer B	Tenderer C	Tenderer D
15,849	17,094	25,497	31,246
20%	18.54%	12.43%	10.14%

A = 15,849 and gets 20%

A divided by B = $15,849 / 17,094 = 0.927$

Proportional score 20 x 0.927 = 18.54%

Interviews / Presentations

2.13.14 As part of the tender evaluation process bidders may be required to make a presentation, or attend an interview. Bidders will be notified as soon as possible if they are required to give a presentation or attend an interview. Following the presentations /interviews the scores attained in the written submission may be moderated.

2.14 Indicative Procurement Timetable

2.14.1 Below is a table of indicative timescales for the procurement process. Please note that some of these dates may be subject to change. As time is of the essence for this project, only contractors who can meet the timetable set out below should submit a tender for this service contract.

MILESTONE	TARGET DATE
MILESTONE	TARGET DATE
Invitation to Tender (ITT) available online	21 st November 2022
Formal Site Visits	Upon request, subject to availability
Deadline for receipt of ITT Clarification Questions	12:00 7 th December 2022
Tender returns: ITT Submission Deadline	12:00 12 th December 2022
Tender Evaluation Period	12 th December – 16 th December 2022
Contract Award Recommendation	16 th December 2022
Notify successful/ unsuccessful bidders	19 th December 2022
Confirmation of contract award	19 th December 2022
Start Up Meeting	20 December 2022 / 9 January 2022
Assume fortnightly meetings with MDDT and Client Team (1 per month on site; 1 per month virtual)	
Submission of Stage 2 HLF application and completion of Development Phase work	November 2023
HLF decision	March 2024

Permission to Start and Mobilisation	April 2024
Performance Review and re-appoint Design Team to lead Delivery Phase (subject to terms specified)	April 2024
Appoint Contractor	April 2024

2.14.2 The above dates are for guidance only and may be amended by written notice by and at the sole discretion of Delapr  Abbey.

2.14.3 By submitting a tender for the provision of the Services a Tenderer confirms that it is able to meet the dates above including the provision of all necessary personnel, facilities and information to deliver the Services.

3.0 SPECIFICATION

3.1 Briefs and Requirements

3.1.1 The tender documents include the following appendices that set out the base information needed to understand Delapré Abbey's requirements.

3.1.2 The following briefs are outlined below:

- 3.2 Architect and Lead Designer
- 3.3 Principal Designer
- 3.4 Structural Engineer
- 3.5 Mechanical and Electrical Consultants
- 3.6 Other Specialist Consultants and Surveyors

3.2 Schedule of Services - Architect and Lead Designer

3.2.1 Role, Scope and Responsibilities

The Architect and Lead Designer will be required to work with the Project Manager and Cost Consultant (QS) towards the development and successful completion of the NLHF Round 2 Application in November 2023.

The NLHF Round 2 application shall be to **RIBA 4 level**. This will include drawing contributions from the Architect as Lead Designer, structural engineer, mechanical and electrical consultant(s) plus any specialist surveyors or similar not identified in this report but considered necessary to deliver a successful outcome.

The Architect will work with the Trust and other consultants to detail the design of any new build on the site as well as any alterations to the current buildings, new structures, interior spaces and areas of hard and soft landscaping including access roads.

The Architect will ensure that the services he or she offers are to be provided in accordance with the latest RIBA guidelines.

The final design will support the vision of the Delapré Abbey Preservation Trust and its wider project aims, including aspirations for sustainability. Completed designs will meet best practice standards and shall be fully compliant with all relevant statutory regulations and requirements.

Scope and responsibilities:

Act as Lead Designer for the project

Provide input into project development and delivery planning, programming future works and exploring procurement and contract management options

Have experience of working with Heritage Buildings

Oversee all Planning, Listed Building, Building Regulations and any other consent requirements

Support the Project Manager by contributing to the contractor procurement for the Capital Works Phase

Throughout this two stage process;

Obtain all information necessary to complete the service offered.

Apply for and obtain all approvals required to undertake the work within the project timeframe.

Submit risk assessments and method statements as required by the Principal Designer

Coordinate consultancy services with the work of other separately appointed members of the design team.

Provide initial scheme and detailed designs for the Capital Works phase, together with approved schedules and/or specifications

Support the QS to enable timely and accurate budget estimates and cost advice to support the proposals

Attend regular site visits and project meetings to further delivery of the service offered

Keep accurate records and submit documentation on request

Provide 'as built' information for H & S File and O & M Manual

Agree schedule of interim fee payments and submit invoices in a timely manner

3.3 Schedule of Services - Principal Designer

3.3.1 Role, Scope and Responsibilities

Role:

The main duties of the Principal Designer are to plan, manage, monitor and coordinate, the pre-construction phase (including demolition) of a construction project, including any preparatory work necessary, to ensure so far as is reasonably practicable health and safety matters are given sufficient focus and attention.

Under the Construction (Design and Management) Regulations 2015 and for the Provision of Related Services, the following outcomes are expected:

Scope and responsibilities:

- Assist the Client in identifying, obtaining and collating pre-construction information;
- Provide pre-construction information to designers
- Ensure so far as is reasonably practicable designers comply with their duties and cooperate with one another
- Take account of general principles of the prevention during all stages of the Project
- Establish and maintain designers CDM risk register

Throughout this two stage process;

Obtain all information necessary to complete the service offered.

Apply for and obtain all approvals required to undertake the work within the project timeframe.

Submit risk assessments and method statements as required by the Principal Designer

Coordinate consultancy services with the work of other separately appointed members of the design team. Communicate through the Lead Designer when raising matters of a technical nature.

Provide initial scheme and detailed designs for the Capital Works phase, together with approved schedules and/or specifications

Support the QS to enable timely and accurate budget estimates and cost advice to support the proposals

Attend regular site visits and project meetings to further delivery of the service offered Keep accurate records and submit documentation on request

Provide 'as built' information for H & S File and O & M Manual

Agree schedule of interim fee payments and submit invoices in a timely manner

3.4 Schedule of Services - Structural Engineer

3.4.1 Role, Scope and Responsibilities

Role:

The main role of a Structural Engineer is to design structures that are capable of withstanding the stresses and pressures imposed by environmental conditions and human use. add here

Scope and responsibilities:

Throughout this two stage process;

Obtain all information necessary to complete the service offered.

Apply for and obtain all approvals required to undertake the work within the project timeframe.

Submit risk assessments and method statements as required by the Principal Designer

Coordinate consultancy services with the work of other separately appointed members of the design team. Communicate through the Lead Designer when raising matters of a technical nature.

Provide initial scheme and detailed designs for the Capital Works phase, together with approved schedules and/or specifications

Support the QS to enable timely and accurate budget estimates and cost advice to support the proposals

Attend regular site visits and project meetings to further delivery of the service offered Keep

accurate records and submit documentation on request

Provide 'as built' information for H & S File and O & M Manual

Agree schedule of interim fee payments and submit invoices in a timely manner

3.5 Schedule of Services - Mechanical and Electrical Consultants

3.5.1 Role, Scope and Responsibilities

Role:

The main role of a Mechanical and Electrical Consultant is to design systems and engineer solutions that are safe, efficient and functional.

Scope and responsibilities:

Throughout this two stage process;

Obtain all information necessary to complete the service offered.

Apply for and obtain all approvals required to undertake the work within the project timeframe.

Submit risk assessments and method statements as required by the Principal Designer

Coordinate consultancy services with the work of other separately appointed members of the design team. Communicate through the Lead Designer when raising matters of a technical nature.

Provide initial scheme and detailed designs for the Capital Works phase, together with approved schedules and/or specifications

Support the QS to enable timely and accurate budget estimates and cost advice to support the proposals

Attend regular site visits and project meetings to further delivery of the service offered

Keep accurate records and submit documentation on request

Provide 'as built' information for H & S File and O & M Manual

Agree schedule of interim fee payments and submit invoices in a timely manner

3.6 Schedule of Services - Specialist Consultants and Surveyors

3.5.1 Role, Scope and Responsibilities

The following surveys have already been undertaken

- Transport
- Heritage (Statement of Significance)
- Arboricultural
- Preliminary Ecological
- Design & Access
- Bat Survey
- Noise Impact

Role(s):

Scope and responsibilities: develop here/amend standard text to suit short term reporting requirements

Liaise with the MDDT and Lead Designer as required

Attend site, take accurate records and share information

Liaise with other consultants and/or contractors where necessary.

Attend project meetings if requested

Submit risk assessments and method statements as required by the Principal Designer

Provide other services as required, such as technical detail, cost and programme advice

Provide 'as built' information for H & S File and O & M Manual

4.0 TENDER RESPONSES

4.1 Instructions to Tenderers

- 4.1.1 Tenderers must respond to the questions set out tender response documents in Section 4.4 and 4.5 and which relate to how the service is to be provided. Please answer the questions in the boxes provided and do not attach general marketing information.

4.2 Tender Response – Form of Tender

Tenderers are required to express their tender in the following terms:

“To Delapr  Abbey Preservation Trust”

Re: Invitation to Tender for Delapr  Abbey 19th Century Stables Project – Multi-disciplinary Design Team and Lead Designer

Having carefully examined and considered the Invitation to Tender including, without limitation, the Specification of Requirements, the Instructions for Tendering and the contract terms and conditions, and in consideration of Delapr  Abbey considering this tender, we:

- 4.2.1 Offer to or carry out the work required to meet the Specification of Requirements and to enter an agreement with Delapr  Abbey in the form of the contract terms and conditions for the price specified in the attached Pricing Schedule at a total cost of:

Fixed fee for Pre-development Phase: �
Fixed fee for Development Phase: �
Fixed fee for Delivery Phase: �
TOTAL FIXED FEE for Development and Delivery Phase : �

- 4.2.2 Confirm that we are able to provide the goods and services required to meet the Specification of requirements.
- 4.2.3 Confirm that, if our Tender is accepted, we will upon demand
- Produce evidence that the relevant insurances and compliance certificates with relevant

legislation and policy are held and are in force;

- Execute and deliver the necessary contract documents to Delapré Abbey;
- Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 180 days from the date of this Tender;
- Confirm that the responses made by us in response to the Suitability Assessment Questionnaire are correct;
- Agree that unless and until contract documents are executed and mutually delivered between Delapré Abbey and ourselves, this Tender, together with Delapré Abbey's written acceptance of it, shall constitute a binding contract between us and Delapré Abbey.

4.2.4 We understand that Delapré Abbey is not bound to accept any Tender that it receives.

Signed for the Tenderer:

Name:	
TITLE:	
Company:	
DATE:	

4.3 Tender Response – Non-Collusive Tendering Certificate

Tenderers are required to certify their Tender in the following terms (the certificate should be signed by the same individual(s) who signed the Form of Tender):

To Delapré Abbey re:

Invitation to Tender for Delapré Abbey 19th Century Stables Project – Multi-disciplinary Design Team and Lead Designer

I/We certify that this is a bona fide tender, intended to be competitive and that I/we have not (either personally or by anyone acting on my/our behalf):

- Fixed the amount of the Tender (or the rate or prices quoted) by agreement with any other person, company or organisation.
- Communicated to anyone, other than Delapré Abbey, the amount or approximate amount or terms of my/our tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the Tender).
- Entered into any agreement or arrangement with any other person, company or organisation that they shall

refrain from tendering or as to the amount of or terms of any Tender to be submitted by them.

- Canvassed or solicited any Trustee, employee or agent of Delapré Abbey in connection with the award of this or any other contract with Delapré Abbey.
- Offered, given or agreed to give any inducement or reward in respect of this Tender with the Delapré Abbey.

Signed for the Tenderer:

Name:	
TITLE:	
Company:	
DATE:	

4.4 Tender Response – Qualitative Assessment (80%)

The Tender Response questions are set out below. Please provide your answer to each question in the designated cells in no more than two pages per question. Where additional document uploads are requested, such as CVs or certificates, this is permitted. Clearly indicate on each document the Criterion number to which any additional document uploads relate. All responses to quality questions are to be in word format, unless specifically requested in alternative format.

This section should be completed with reference to the Specification for the Services.

4.4.1 Criterion 1 Key Personnel (30%)

Ref	Requirement
4.4.1i)	<p>Give details (detailed CVs to be emailed in PDF form as an appendix) of the individuals within your firm who will have prime responsibility for the delivery of all services that are part of this commission from <u>appointment to completion</u>.</p> <p>Describe the relevant experience of this person in the context of this project as outlined. Describe the actual role of the individual in relevant projects and the way in which they successfully applied their technical and process skills. This should demonstrate your experience of project delivery, design development, budget, timescale control and working with Local Authorities and Heritage Lottery Fund grants including enterprise grants.</p> <p>Describe the actual role of each person in relevant projects and the way in which they successfully applied their technical and process skills. Please also include an organisational chart to explain the management arrangements.</p> <p>SUB-WEIGHTING: 15%</p>

Response:

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Ref	Requirement
4.4.1ii)	<p data-bbox="343 528 1316 672">Give details of the team’s experience in delivering projects with challenging timescales and how you over-came this challenge successfully. Evidence should be included as to how short the timescales were, the outputs achieved in the timescales, the key issues that were faced and the mechanism for avoiding delays.</p> <p data-bbox="343 723 587 757">SUB-WEIGHTING: 15%</p> <p data-bbox="343 824 459 857"><i>Response:</i></p>

Ref	Requirement
4.4.2i)	<p data-bbox="347 528 1337 672">Provide a detailed method statement of how your team will deliver this project and work with the client at <u>all</u> stages of the project. This should include a Gantt chart showing the programme for the project and a resource plan showing the breakdown of chargeable days and any additional costs;</p> <p data-bbox="347 770 925 801">Gantt Chart (or equivalent) to be emailed in PDF form.</p> <p data-bbox="347 857 598 889">SUB-WEIGHTING: 10%</p> <p data-bbox="347 902 459 934"><i>Response:</i></p>

Ref	Requirement
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4.4.2ii)

Demonstrate how you will work with stakeholders that are volunteers (and therefore have different levels of skills and experience with capital projects). Provide practical examples of your approach, and how individuals will be left with new skills.

SUB-WEIGHTING: 10%

Response:

Ref	Requirement
4.4.2iii)	<p data-bbox="347 528 1348 600">Describe your approach to value management exercises – particularly in areas such as building design and whole-life costs. Provide practical example(s) of your approach.</p> <p data-bbox="347 651 587 680">SUB-WEIGHTING: 10%</p> <p data-bbox="347 752 459 781"><i>Response:</i></p>

4.4.3 Criterion 3 Added Value (20%)

Ref	Requirement
4.4.3i)	<p>The range of experience and professional skills obtained by the those tendering for the position, particularly with regard to heritage assets;</p> <p>SUB-WEIGHTING: 10%</p>
	<p><i>Response:</i></p>

Ref	Requirement
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<p>4.4.3ii)</p>	<p>Confirm how the Design team would use any innovations to increase sustainability measures. In addition to elements of cost efficiency whilst upholding good design standards. Please also provide details of any added value that could be offered to Delapré Abbey as a benefit to the project.</p> <ul style="list-style-type: none"> • As a minimum it is expected that the Design Lead will accommodate 5 days of shadowing with a student from the University of Northampton <p>SUB-WEIGHTING: 10%</p>
	<p><i>Response:</i></p>

4.5 Tender Response – Pricing Submission – (20%)

- A. This document sets out the schedule of prices that bidders are required to provide and should be read in conjunction with all the other Invitation to Tender documents.

- B. The prices and rates quoted shall be the fully inclusive value of the works, excluding VAT, including all costs and expenses which may be required together with all general risks, liabilities and obligations set out in or implied necessary to comply with the conditions of tendering, the conditions of contract, the specification, provisional method statement, all schedules and appendices thereto and all other documents forming part of the Contract.
- C. All prices should be in GBP and exclusive of VAT
- D. You should quote **fixed fees** for a comprehensive Multi-disciplinary Design Team service (with named Lead Designer), broken down for each specialism / service using the Excel template in Appendix. All boxes in yellow in the Excel spreadsheet must be completed, and a completed pricing schedule must be emailed with the tender documents.
- E. **Your proposal should be based on the work involved, not the outline programme or budget cost.** This is to include all disbursements, but exclude VAT. Tenderers must provide information which demonstrates and supports their understanding of, and ability to meet, the requirements of this project
- F. Tenderers who submit a Tender with arithmetical errors leading to a revised Tender sum when the errors are corrected will be given the opportunity to accept the revised Tender sum or withdraw the Tender. A Tender containing major arithmetical errors or a large number of arithmetical errors may be rejected on the ground that there is serious doubt about the competence of the Tenderer.
- G. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 180 days from the date of this Tender.
- H. Delapré Abbey will not pay for the Lead Consultant's time and expenses (or any other consultant) to attend review meetings with Delapré Abbey.
- I. No other payments will be made to the Provider unless Delapré Abbey requires additional services. Any additional services must first be agreed in writing.
- J. All pricing breakdown must be submitted in resource format indicated above in 4.4. **Any bids not submitted in the prescribed form may result in the bid being rejected. Any costs which have not been identified in the pricing schedule will not be payable unless pre-agreed by the client.**

Signed for the Tenderer:

I/We confirm that our tender is compliant with the above requirements.

Name:	
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Title:	
Company:	
Date:	