



# **Camelford Town Council**

## **Invitation to Tender**

### **Camelford Hall Rebuild Camelford**

**Reference number: SPF/12/22**

**Deadline for receipt of tender proposals: 1700 on 3<sup>rd</sup> February 2023**

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## 1. Background

Camelford Town Council (CTC) is seeking to redevelop its Community Hall. It is applying for Shared Prosperity Funding to cover the costs of rebuild – the results of the grant application are expected mid-February

CTC would like to engage an architect, structural engineer, quantity surveyor, and services consultant. Due to the tight timetable for the spending of the grant award; CTC needs to be a position to instruct professional services as soon as a grant award is confirmed (if successful).

## 2. Scope of the Work

- Construction cost approximately £2,000,000 + VAT and fees
- Demolition of existing Hall approx. 200m<sup>2</sup> footprint at ground floor level.  
<https://www.camelfordhall.com/>
- New build 600m<sup>2</sup> building constructed over three storeys; Ground floor with main hall/stage, Office space/reception, dressing rooms, commercial kitchen. First floor flexible conference space that would include several meeting rooms, 3nr sets of disabled toilets to include a changing place and showers. A nursery facility over 2 floors at the rear of the building. Third floor café/bar/bistro.
- Consultants to assume a full design service and be retained by CTC throughout the design and construction phase.

## 3. Summary of Requirement

Indicative fee proposal for design fees for the construction of the new community centre are requested in this tender. CTC would prefer a single offer, but multiple firms can be included in the tender

## 4. Criteria

CTC require:

Mechanical and electrical design services, along with utility enquiries co-ordination

Structural and civil engineering (including drainage) design services, along with utility enquiries co-ordination

Architectural services, along with planning application/building control co-ordination

Please detail the indicative fees over each of the 7 RIBA stages.

## 5. Project Timetable

Below is the proposed project timetable.

- Appoint Architect/professional services mid-February
- Planning application submit late March 2023
- Tender issue to building contractors late May/early June 2023
- Tender returns end July 2023
- Appoint Buildings Contractor mid-August 2023
- Commence works; enabling and site establishment early September 2023
- Practical completion November 2024
- User and tenant fit out
- Functional building January 2025

*The Shared Prosperity Funding is time specific – Construction must be completed and contractors paid by 31<sup>st</sup> March 2025.*

## 6. Location and Access

6.1. The site is located in Clease Road, Camelford. PL32 9QX. Access is by prior appointment only due to the nursery facilities.

## 7. Contract Value

7.1. The build cost for this project is £2m

7.2. Tenders should be submitted in pounds Sterling and exclusive of Value Added Tax (VAT).

## 8. Payment Structure and billing requirements

8.1. To be negotiated.

## 9. Tenderer's Responsibility

9.1. It is the responsibility of the Tenderer to satisfy themselves as to the nature, extent, circumstances and situation of the works and that will be held to have, by their own independent site visits and inspection, fully informed and satisfied themselves as to the deliverability of the works in accordance with the Contract.

9.2. Tenderers should be aware that CTC envisages that the Contractor should mobilise to provide the services required under the contract end-February.

9.3. The Tenderer must satisfy themselves that execution of the Contract is within their capabilities and powers and demonstrate this to CTC.

## 10. Selective Tendering

10.1. CTC will shortlist 6 tenderers following the deadline.

10.2. If shortlisted, CTC will wish to conduct interviews following the confirmation of the grant award (decision expected by mid-February)

- latest), make enquiries of your existing customers and carry out site visits.
- 10.3. CTC may require further information of you at any stage during the selection process.
  - 10.4. CTC reserves the right to clarify any element of the submitted Tender.
  - 10.5. CTC may reject non-compliant Tender responses.

## **11. Instructions to Tenderers**

- 11.1. The Tenderer who is awarded the Contract will be required to sign further documentation.
- 11.2. By submitting a Tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.
- 11.3. Tenders must not:
  - Be conditional
  - Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of other tenders.
- 11.4. If CTC suspects that there has been a technical or arithmetical error in the submission, CTC reserves the right to seek such clarification as it considers necessary from that Tenderer only.
- 11.5. All documentation supplied by CTC shall remain its property and confidential to it. Tenderers may not without CTC's written consent at any time use for your own purposes or disclose to any other person (except as may be required by law) the tender or any information or material which CTC may make available to tenderers all of which shall remain confidential to CTC.
- 11.6. CTC's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be so notified.
- 11.7. CTC does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any tenderer in the production of the tender or as a result of its decision not to award the Contract to any tenderer.
- 11.8. CTC also reserves the right to accept the whole or any specified part of the tender unless the Tenderer expressly stipulates otherwise.

## 12. Evaluation criteria

- 12.1. The tender shall be awarded on the basis of the best overall service and value offered. The following factors will be used to assess this:
- Suitability – professional qualifications and indemnity
  - Consideration for local suppliers, and SMEs.
  - The overall cost
  - References from former customers
- 12.2. Please provide answers to the following questions in as much detail as possible:

	<b>Criteria</b>
Question 1.	<p>Outline your previous relevant experience of designing community hall/performance space/cafe services including the following information in respect of each example relied on:</p> <p>Organisation Name: Value of contract: Reference contact details.</p> <p>Please provide references who we may contact to verify the information provided.</p>
Question 2.	<p>Include weblink and/or photographs of similar size schemes that you have successfully completed (no more than two examples)</p>
Question 3.	<p>Detail experience of planning applications processed successfully in Cornwall showing understanding of the local system/policies</p>
Question 4.	<p>Outline your familiarity with the Camelford area in order to design a building that will be in keeping with its surroundings</p>
Question 5	<p>State your qualifications, insurance cover, and include CVs for the main contacts.</p>

Question 6	Please note your experience and skills in project and risk management
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### **13. Return of Tender**

- 13.1. You must complete and submit your tender response/proposal via email to [clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk) or by post (Town Hall, Market Place, Camelford PL32 9PD) Any tender delivered after the closing date and time for any reason will be discounted.
- 13.2. CTC is not responsible if all or part of your tender is not received.

### **14. Rights of Camelford Town Council**

- 14.1. CTC reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this, we will notify you in writing as soon as reasonably practicably.
- 14.2. CTC is not responsible and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.