

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.

- 2) 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.

- 3) 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.

- 4) 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.

- 5) 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.

6) 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.](#)

7) 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.](#)

8) 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.](#)

9) 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.](#)

10) 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".](#)

11) 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.