

HARLINGTON DEVELOPMENT – CLARIFICATION QUESTIONS

Answers listed in red below each question.

Now SME's are allowed to bid, can the submission deadline be extended?

SME's are now allowed to bid, however Micro and Small companies may not have the experience in similar projects we are looking for. The deadline will therefore not be extended.

Can we have an extension on case studies requested for Q 6.1 within the Qualification Questionnaire due to disruption as a result of COVID, other local council procurement processes have increased the qualifying period to 7 years?

It would be preferable for contractors to complete the Standard Selection Questionnaire as requested but addition project details that are beyond the 3 year timeframe can be presented as part of the overall tender submission documentation. Experience over 5 years old (pre-COVID) would be acceptable with some assurance that the key project staff are still in employment at the firm and that a client reference is provided.

The clarifications programme states "Receipt of Tenders" on the 24th of May. The ITT brief mentions submissions by the 17th of May. For the avoidance of doubt, please could you confirm the submission deadline?

The date listed in the timeframe is May 2024. The tender submission date is 17th May 2024.

During the guided visit, there was mention of another structural report providing a second opinion on the existing roof capacity. Is this document available for review?

Although this was mentioned at the meeting, this will not be provided as it did not survey the actual roof structure.

Public consultation questions:

- Please confirm that you only require assistance in preparing presentation material to explain the Phase 1 study option/options.
Correct.
- Can the council confirm that it will be managing the public consultation themselves or using a separate consultant?
It will be managed by the Town Council.
- Can the council clarify what format this public consultation is likely to take?
Possibly 2 or 3 in person sessions but would likely require attendance by the Tenderer at the first opening session.
- Please confirm if costs related to printing of any hard copy / physical presentation materials for the consultation will be covered by the Council.
Production costs will be covered by the Town Council.

Are the survey drawings available in 2D CAD format and/or 3D BIM format?

We believe there are the drawings in this digital format but we do not have them in our filing system - we can see if we can obtain the appropriate files.

Is the council expecting to carry out additional surveys and if so, are the costs separate to the stated project budget?

From the information provided it is for the Tenderer to determine if any additional surveys will be required and appropriate costs included in the Tender

Is there a separate budget for theatre equipment?

No, but as explained in the Open Day session, there is £1 million s106 funding to come from a local development project. The intention is to scope the full equipment requirement and phase the installation so essential basic equipment is installed in the initial operation that can be supplemented as and when the s106 monies come forward.

Please provide a definitive list of the sub-consultants required as part of the team? It is mentioned in clarifications that a Principal Designer will be required. The pricing schedule also mentioned "other" services.

It is for each tenderer to identify what they consider to be the full range of disciplines to successfully complete the project and calculate their fees accordingly.

It is for the Town Council to make a valued judgement on the overall competence of the proposed team to provide the full range of services.

In the cost summary, can statutory costs be excluded as it will be difficult for bidders to calculate these costs at this stage? What is expected to be included in 'incidental costs'?
This would include costs such as production and printing costs for Contract Documents for the construction costs. It is meant to cover the range of costs outside of man-hour inputs.

Can a copy of Section A and B marked on the floor plans be provided?

We think what you are referring to is included in Appendix B of the Condition's Survey Report, Cooper & Withycombe, January 2020.

Link here > <https://www.fleet-tc.gov.uk/Document/Default.aspx?DocumentUid=E8F90CAE-04A1-4CDE-B588-6486485A714E>

What is the current load-in process for shows?

Current load-in for shows in is via the fire doors to the side of the auditorium and items are then lifted onto the stage. We would like level access onto the stage for load-in as part of the refurbishment.

Do we require a safety curtain for the stage?

No.

Do we have any desire to raise the lighting rig?

We are open to all ideas.

What is the current standing capacity of the main auditorium?

At the moment the standing capacity is 500 but shows are often capped at 450 to improve the customer experience.

Who is judging the tender bids?

There are 18 Councillors on Fleet Town Council – a panel of 4-6 of them will judge the bids using the assessment criteria. The three companies with the 'best score' will be invited to an interview. The judging panel will then submit a report to Full Council with their recommendations for final decision.

Are the interview dates set yet?

No, but these will be set within the next week.

Where would the air source heat pump be located in theory?

There are three parking spaces located in front of the boiler room that could be used subject to agreement from Hart District Council.

Who will oversee the project?

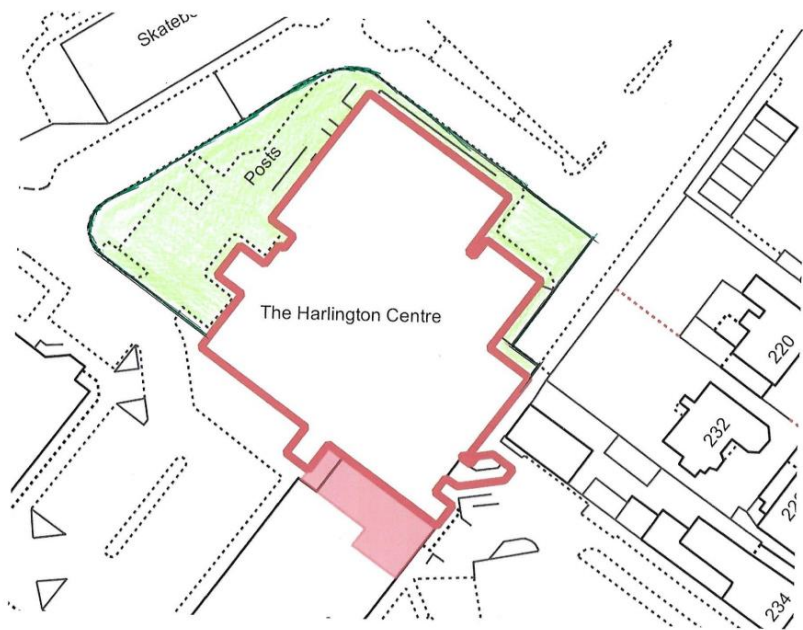
There will likely be a project committee set up but there is also the option to hire a third party person.

Are there are conditions applied to the funding in regards to sustainability?

No.

Are there any plans of the footprint for the lease that can be made available?

Yes however please note it is only a draft and has not yet been finalised with the District Council – it will therefore not be uploaded to the website but we include below for information.



The green section is subject to agreement by Hart District Council but will come under the control of Fleet Town Council. The shaded pink area is the sub-lease with Hampshire County Council.

Are there any 3D plans of the existing building that can be made available?

The only relevant files we can provide are included in Appendix B of the Condition's Survey Report, Cooper & Withycombe, January 2020.

Link here > <https://www.fleet-tc.gov.uk/Document/Default.aspx?DocumentUid=E8F90CAE-04A1-4CDE-B588-6486485A714E>

We believe there are the drawings in 2D CAD format and/or 3D BIM but we do not have them in our filing system - we can see if we can obtain the appropriate files.

Can touring companies bring in their own equipment or do they have to use The Harlington's?

Some companies do bring their own equipment – it depends whether the auditorium can accommodate it or not.

Is the archway outside by the entrance to the building a memorial?

No – the archway has a memorial plaque but it is for a tree next to the archway – this arch is on Hart District Council's land though.

Was raising the roof height covered in the feasibility study?

It was discussed but is not included in the report.

Have we looked into Arts Council funding?

Yes – particularly for the second space that could support up and coming artists. The indication was that the Arts Council would not support capital costs, but may support operational costs.

Does the "Total Development Cost" of £9,500,000 include or exclude VAT?

The contract value is deemed to be exclusive of VAT, however, the Council is taking further specialist advice to confirm the position.

Is the Council looking for an Architect-led multidisciplinary team? Is the Council directly appointing any other consultancies?

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.
There is currently no intention to directly appoint any other consultants.

Taking into account COVID closures and that sustainable buildings are best exemplified by their efficiency/adaptability qualities over time, could the 3-year timeframe for giving examples of relevant experience/contracts be extended? Would examples of projects which are currently on site but not yet completed be accepted?

It would be preferable for contractors to complete the Standard Selection Questionnaire as requested but additional project details that are beyond the 3 year timeframe can be presented as part of the overall tender submission documentation. Experience over 5 years old (pre-COVID) would be acceptable with some assurance that the key project staff are still in employment at the firm and that a client reference is provided.

For the tender assessment criteria what is the total number of projects to submit? Is the council looking for relevant experience on NEW theatres or REFURBISHED theatres or both? How will these examples be scored in relation to 10% new theatres and 10% refurbishment criteria?

The Tender Assessment Criteria spreadsheet was based on previous parameters and has now been amended to reflect refurbishment work only, with a total score of 20%. The updated spreadsheet has been uploaded to Contracts Finder and the Council's website.

What is the total number of contract examples required? Can additional examples be included?

The Council requires three projects under Section 6.1. Additional relevant examples can be included in the tender submission documentation and will be given some consideration.

Regarding submission of bids, would it be acceptable to have a postmarked delivery date of the 17th May 2024? Alternatively, would the Council be open to consider a tender only through electronic submission?

~~The Council wish to remain with the requirement in the Tender Architect Brief requiring contractors to submit one hard copy and one electronic copy of their tender. This must be received on or before the deadline.*~~

Amended answer:

The Architect Brief stated the requirement for all forms of documentation (hard and electronic) to be received before the deadline of 5pm on Friday 17th May. We would still prefer to receive all forms of documentation before the deadline however we will now accept the electronic versions as long as a receipt is included on the email that the hard copies of the documents and USB key have been posted, sent by courier etc - the electronic submission along with proof of 'postage' must be received before the deadline.

Would it be possible to answer Section 6.1 of the Standard Selection Questionnaire (contracts/experience) using our office template?

If the firm's office template reflects the requirements on Section 6.1 then it is acceptable for the firm to use their own template.

Is there a format requirement / page limit for other tender information not included in the Standard Selection Questionnaire?

The only requirement is that the submission should be on A4 sized paper. If some presentation material is on A3 sized sheets, this will be acceptable, but it should not be larger than A3. There is no upper limit to the size of the submission in terms of the word count, however, succinct and relevant information is preferable.

What is the minimum PI insurance level to be included in the Phase I fee submission?

Please could contractors confirm the level of Professional Indemnity insurance that they hold. The level of cover should be in proportion to the firm's turnover in relation to current and previous professional work and / or as required by the any professional body of which the firm is a member.

What is the minimum PI insurance level to be included in the Phase II percentage fee submission?

Please could tenderers confirm the level of Professional Indemnity insurance that they hold. The level of cover should be in proportion to the firm's turnover in relation to current and previous professional work and / or as required by the any professional body of which the firm is a member.

What is meant by 'final tender sum' in relation to percentage fees for Phase II? Please confirm if this is the tendered Contract Sum for construction of the project. **The final tender sum is the construction cost of the project. The purpose of the Cost Summary sheet is for the Tenderer to insert their estimate of the Contingency Sum to be included in the cost development, their estimate of the inflation between performing Stage 1 of the work and the likely construction period. The Tenderer is also to complete the percentage fees for all disciplines applicable and their lump sum cost for Stage 1 of the work. The construction cost is then adjusted to the point that the Total Project Cost does not exceed the £9.5 million currently available for the whole project. This provides the guide to the extent of work that can be undertaken.**

Please confirm that Phase II is RIBA Stages 2-6 as referenced in the Tender - Architect Brief document and not RIBA 3-7 referenced in the Tender Assessment Excel spreadsheet. **The Tender Assessment Criteria spreadsheet will be updated to reflect that Stage 1 is for RIBA 0-1. The updated spreadsheet has been uploaded to Contracts Finder and the Council's website. Stage 2 will follow RIBA 2-6.**

As the contract value per annum would be below the £5m identified in PPN 10/23 which sets out when these questions apply, can you please confirm if question 7.5 a), b) and c) of the Standard Selection Questionnaire is relevant to this bid?
Whilst the Council acknowledges that the contract value is below £5m, as a matter of principle, we pay all our suppliers and contractors within 30 days and we would wish all our Contractors to treat their suppliers and sub-contractors fairly and pay promptly. Evidence of the financial performance of Tenderers with respect to prompt payment should, therefore, be supplied.

The Tender Architect Brief states "Space for existing sub-tenancies and selected community groups is to be retained and improved."
The brief also requires to provide a secondary performance space either permanently or as a temporary measure to allow continuous operation of the Harlington.
With respect to 'selected' community groups, please confirm which community groups will remain in the refurbished spaces. Is it expected to relocate these groups to a temporary accommodation during construction works?
**It is expected that the existing community groups will remain in the building post construction. The space they currently occupy will be included in the redevelopment. Currently the groups are a pre-school, a youth club and a crisis drop-in centre for young people.
Alternative accommodation may need to be found for the community groups during the construction phase.**

How does the council intend to select and appoint the other disciplines that would make up the design team (Project Manager, Quantity Surveyor, Services Engineer, Structural Engineer, Theatre Consultant, Civil Engineer)? Would they be appointed to the council directly?
The other specialists will not be appointed by the Council directly. The tender is for a multi-disciplinary team under the control of the Lead Firm of architects.

Public tenders are usually administered electronically via a portal which allows queries via secure messaging and anonymised Q&A sharing with bidders at regular intervals. It also enables tenderers to upload and submit electronically as opposed to delivering a hard copy. Is the council using a portal?
**Since this is a one-off exercise for a tender of this value, the Council is not using an e-procurement system.
It is hoped that prospective tenderers will take the opportunity to attend the Open Day on 30th April 2024 should they have further general questions. Such questions will be responded to on the day and circulated to all parties present and those who have expressed an interest in tendering.**

How will Q&As be shared with potential bidders?
Responses to questions and clarifications that are of a general nature will be anonymised and distributed by email to all parties who have expressed an interest in tendering. Questions deemed to be of a commercial nature and that are sensitive to the enquirer will be dealt with confidentially.

To what extent will comparable construction/project cost be a criteria in evaluating relevant experience on the basis that the budget for Harlington is £9.5m?
In terms of examples of work, if firms have undertaken projects of a similar type and value, this will carry some degree of weight.

Regarding submitting a bid, it is stated "One signed hard copy of the Tender Submission and Standard Selection Questionnaire will be submitted together with an electronic copy of the documents on a memory stick." Please confirm the address these should be delivered to? Is there a person these should be addressed to?
**Contractors are required to submit one hard copy and one electronic copy of their tender.
The postal address for tenders is:**

Executive Officer
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
GU51 4BY

Electronic submissions should also be send to: Rochelle Halliday, Executive Officer – executive.officer@fleet-tc.gov.uk

What consultants are required for this tender? The contract notice and tender documents state Architect however the Executive Cost Summary mentions a number of other consultants.

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

Where are the clarifications for the Harlington Refurbishment tender are being published?

Responses to questions and clarifications that are of a general nature will be anonymised and distributed by email to all parties who have expressed an interest in tendering. Questions deemed to be of a commercial nature and that are sensitive to the enquirer will be dealt with confidentially.

Is there a word or page limit for Experience and Approach?

The only requirement is that the submission should be on A4 sized paper. If some presentation material is on A3 sized sheets, this will be acceptable but it should not be larger than A3. There is no upper limit to the size of the submission in terms of the word count, however, succinct and relevant information is preferable.

Please advise what format we should put additional information in? Is there a page limit or word count?

The submission for information (A-E) below should be on A4 sized paper. If some presentation material is on A3 sized sheets, this will be acceptable but it should not be larger than A3. There is no upper limit to the size of the submission in terms of the word count, however, succinct and relevant information is preferable.

- A. Relevant experience in supporting and preparing material for public consultation exercises and exhibitions.
 - B. Details of the proposed team and organisation structure with supporting CVs.
 - C. A list and particulars of proposed sub-consultants.
 - D. Methodology and approach to the brief including a programme of work and a schedule of proposed manpower allocation for Phase 1 of the Project.
 - E. A response to the brief highlighting opportunities and risks
- A lump-sum fee including expenses for Phase 1 of the project. Please use the [Tender Specification Assessment Criteria spreadsheet published on our website](#).
 - The percentage fees (as a proportion of the final tender sum for implementation of the refurbishment works) to be applied to each of the disciplines for the delivery of Stages 2-6 of the RIBA Plan of Work 2020. Please use the [Executive Cost Summary template published on our website](#).

Is this tender for Architect only or an Architect led multi-disciplinary team?

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

Will the work be re-tendered after the feasibility stage?

No. The next stage of tendering will be for the construction phase.

On Contracts Finder this opportunity is listed a NOT suitable for SMEs – is this the case?

This has now been amended to allow SME's.

Where can the project value, construction cost be found?

This information is contained in the [Executive Cost Summary template](#).

Do all consultants selected for the multi-disciplinary team have to complete Part one and Part two of the SQ document?

~~Only the lead architectural firm should complete the pre-qualification Standard Qualification Questionnaire.~~

Amended answer:

Only the lead firm needs to complete the pre-qualification standard selection questionnaire as long as there is adequate evidence elsewhere within the Tender submission to that the main sub-consultants have the experience and competence to complete their element of the project.

Standard Selection Questionnaire Section 6.1- do all examples have to be from the lead architect or can they be examples from consultants we select?

It would be preferable for the case study examples to be from the lead architect, but if this is not possible, then we will accept some examples from the sub-consultants.

Is there any requirement for Principal Designer CDM or Building Regulations?

Although this has not yet been determined by the council, it is likely that a Principal Designer will be required to ensure compliance with the Construction (Design and Management) Regulations 2015. In terms of compliance with Building Regulations the same is likely to apply.

Does the architect need to appoint sub-consultants or will the other consultants be appointed by the Council and managed by the architect?

The Council is looking for an architect led multi-disciplinary team, under the control of the lead contractor to be awarded under this tender.

The Council does not intend to directly appoint any other consultants.

Please clarify the RIBA Stages associated with Phase 1 and Phase 2.

Phase 1 – RIBA Stages 0-1

Phase 2 – RIBA Stages 2-6

Do the project examples need to be completed?

Yes, the examples should be for completed projects.

Please confirm if there are any sustainability targets to meet?

Sustainability criteria has not been formally established as yet, but the minimum would be that the development needs to comply with current building regulations.

Are there any key delivery dates to inform the programme?

The draft project timetable (subject to change) is as follows:

- Receipt of Tenders May 2024
- Tender Evaluation and Interviews June / July 2024
- Appoint Architect July / August 2024
- Develop Feasible Options September – November 2024
- Sign off on Scope of Work January 2025
- Detailed Design/Tender Documents February – June 2025
- Planning submission/Approval April – June 2025
- Construction Tender Period July – August 2025
- Tender Evaluation and interviews September 2025
- Appoint Contractor October 2025
- Construction Period November 2025 – April 2027

Please confirm if we need to supply contact details for referees or if actual references are required?

Contact details are required for the relevant references from three previous projects.

Is there a location on your portal/website for asking clarification questions.

We are not using an e-procurement portal for this contract. Please send questions and clarifications to Rochelle Halliday, executive.officer@fleet-tc.gov.uk

In the documents available it is not clear at this stage what quality questions are required to be answered. Is it just the Pre-Qualification Standard Selection Questionnaire to be completed?

At this stage prospective contractors are asked to complete the Pre-Qualification Standard Selection Questionnaire and submit it with their tender documentation.