



**ST. IVES TOWN COUNCIL**

The Guildhall  
Street An Pol  
St. Ives  
Cornwall  
TR26 2DS

Tel: 01736 797840

Our Ref: RFQ-0004-22

Your Ref: N/A

Ask for: Louise Dwelly

Email: [louise.dwelly@stives-tc.gov.uk](mailto:louise.dwelly@stives-tc.gov.uk)

Website: [www.stivestowncouncil-cornwall.gov.uk](http://www.stivestowncouncil-cornwall.gov.uk)

Date: 16 September 2022

Dear Sir/Madam

**REQUEST FOR QUOTATION - PROJECT LEAD/MANAGER - ST IVES GUILDHALL RENEWAL**

Thank you for your interest.

The St Ives Guildhall Renewal is a Town Deal funded project which involves the refurbishment of the Town's traditional 1930s dance hall into a modern performance space. Funds are now in place and, after several years of feasibility work, we are now able to move forward to deliver the project with the aim of completion by Spring 2024.

The Council is seeking to appoint a professional project manager, who will have a critical role in making this exciting project a reality. We are seeking fee proposals from suitably qualified individuals or organisations to lead the technical delivery work. There will be a short lead-in time to appointment – we wish to appoint in October and will be working towards a start on site next Spring (2023).

You are invited to submit a written proposal which should include the following details:

- Your method statement and proposed approach to the successful delivery of the project
- Relevant experience (including references from at least two similar projects)
- People who will resource the project, together with information about their skills, qualifications and experience
- Your fee proposal and structure, together with any caveats or exclusions and provision for costing additional work
- Insurances and company profile

Interested parties are asked to read the accompanying background information including the role profile, an outline of the project budget, the stage one feasibility study and the key dates. The award criteria are also provided, together with the general conditions and confirmation statement template.

Any further information or requests for clarification should be directed to the mailbox [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) with a subject line as follows:

*Strictly Confidential - Project Lead Quote - St Ives Guildhall Renewal - [your company name]*. These will be recorded in clarifications log and shared with all tenderers.

Proposals should be submitted no later than midday on **Friday 7th of October 2022**.

We look forward to receiving your quotation.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Louise Dwelly', written over a faint dotted grid background.

Louise Dwelly  
**Town Clerk**

## Request for Quotation (RFQ)

### **Project Lead/Manager (Client Side)**

#### **Background**

St Ives Town Council is soon to be awarded £3.2 million to create renewal of its key entertainment and community venue within the heart of the town.

The location is here ([The Guildhall, Street an Pol, St Ives, TR26 2DS](#)) and the project vision is below:

*Our vision is to re-position The Guildhall as a culturally significant venue, building on its heritage and working in partnership, to deliver a high quality, year-round programme that provides the broadest reach and appeal, giving improved access to all potential audiences.*

Proposed works include a new signature entrance and theatre bar to attract and welcome people through the building; providing numerous service tech upgrades throughout; comfortable new flexible seating; and modernising the WCs and back-stage areas.

A business plan and feasibility study have been prepared and signed-off and appended for information.

We are now preparing for the delivery stage and require a capable professional to take a lead role delivering this exciting project.

#### **Role Profile Requirements**

1. Provide leadership, giving the build project strategic overview and programming, to control and ensure delivery within time, on budget, and with the highest standards of quality whilst meeting the project goals
2. Procure, co-ordinate and manage the design and contractor teams including accountability for quality control
3. Client-side accountability of procurement, contract management, health and safety, employment law, insurances, and other regulatory requirements relating to design and construction
4. Project management disciplines to provide tight procedural structures for design and construction stages (including post construction) whilst ensuring effective processes for change controls and risk management
5. Accounting and budget control skills to agree cost plans, with allocation and monitoring of project expenditure to deliver within budget
6. Integral creativity with working knowledge of theatre/entertainment industry to help develop the brief and lead towards cost effective project goals
7. To be the principal client-side project contact for all operational aspects, including liaising and reporting to the client's project team.

## Project Budget

£3,102,011 is to be awarded for the delivery of this project.

## Key Dates

|                                     |  |
|-------------------------------------|--|
| Tenders Issued                      | Friday 16 <sup>th</sup> September 2022         |
| Deadline for contractors' questions | Midday, Friday 30 <sup>th</sup> September 2022 |
| Deadline for responses to questions | Midday, Monday 3 <sup>rd</sup> October 2022    |
| Deadline for RFQ submissions        | Midday, Friday 7 <sup>th</sup> October 2022    |
| Evaluation of proposals             | Friday 7 <sup>th</sup> October 2022            |
| Confirmation of contract award      | Monday 17 <sup>th</sup> October 2022           |

## Submissions

All submissions should be sent electronically to the following email address [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) by the deadline.

## Timescales

We expect to make appointments during October 2022, followed by the design and planning stages, and to allow for a start on site in Spring 2023, and with construction for approx. 12 to 18 months.

## Where to Send

Your quotation should be submitted by email to [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) with the following subject heading:

*Strictly Confidential - Project Lead Quote - St Ives Guildhall Renewal - [your company name]*

You are advised to request an acknowledgement of receipt when submitting by email

## Award Criteria

Each tender will be checked for completeness and compliance with all requirements.

The successful tender will be selected through evaluation by review panel to determine the most economically advantageous offer based on the following award criteria:

| <b>Criteria</b>  | <b>Score %</b> |
|--|----------------|
| Competency of requirement 1 – Leadership   | 5              |
| Competency of requirement 2 – Procurement, people management & quality control   | 5              |
| Competency of requirement 3 – Design and construction legislation/regulations  | 5              |
| Competency of requirement 4 – Project management   | 10             |
| Competency of requirement 5 – Budget control   | 5              |
| Competency of requirement 6 – Creativity and knowledge of theatre/entertainment ind.   | 5              |
| Competency of requirement 7 – Communication and reporting  | 5              |
| Cost of work (exc VAT) including travel and other expenses. The lowest price will be awarded the full 15%. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid.                              | 50             |
| Social value – how the proposal will improve the economic, social and environmental well-being of the area. This might include employing apprentices, recruiting employees or sub-contractors locally, paying the living wage, and environmental benefits. | 5              |
| Start date – how soon work can start   | 5              |
|  |                |

The review panel will award marks depending upon assessment of the tender submissions using the following scoring:

| Score | Judgement          | Interpretation  |
|-------|--------------------|---|
| 100%  | Excellent          | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80%   | Good               | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.          |
| 60%   | Acceptable         | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.                                |
| 40%   | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.              |

|     |                      |  |
|-----|----------------------|--|
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.   |
| 0%  | Unacceptable         | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the evaluation period, St Ives Town Council reserves the right to seek clarification in writing from the proposers, to assist it in its deliberations.

Proposals will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

St Ives Town Council is not bound to accept the lowest price nor any proposal put forward and will not reimburse any expense incurred.

## General conditions

### Equality and Diversity

St Ives Town Council is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

### Environmental Policy

St Ives Town Council is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

### Conflict of Interest

Proposers are prohibited from contacting councillors or staff to encourage or support their quote outside the prescribed process, and a clear statement with regard to potential conflicts of interests should be provided.

Please confirm within your quote submission (see table below) whether, to the best of your knowledge, there is any conflict of interest between your organisation and St Ives Town Council that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit St Ives Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are

taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

### **RFQ submission requirements**

Please include the following information in your quote proposal.

- Confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence
- Confirmation that the proposer holds current valid insurance policies:
  - i. Professional indemnity insurance with a limit of liability of not less than £2 million;
  - ii. Public liability insurance with a limit of liability of not less than £5 million;
  - iii. Where relevant, Employers liability insurance with a limit of liability of not less than £5 million
- Conflict of interest statement
- Response to specification requirements including quote price

### **RFQ clarifications**

Any clarification queries arising from this RFQ which may have a bearing on the offer should be raised by email to:

[tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) in accordance with timetable.

Clarifications should be sent by 1700 on 30<sup>th</sup> September 2022.

Responses to clarifications will be anonymised and provided to all those that have been requested to provide a response to this RFQ.

Responses will be provided to all potential bidders directly OR uploaded to Contracts Finder by St Ives Town Council by 1700 on 3<sup>rd</sup> October 2022.

**Confirmation Statement**

Please complete the form below and return to us with your fee proposal.

|                    |  |
|--------------------|--|
| Company            |  |
| Company Address    |  |
| Date of quote      |  |
| Valid quote period |  |
| VAT number         |  |
| Company number     |  |

|                |  |
|----------------|--|
| Contact name   |  |
| Contact number |  |
| Contact Email  |  |

|                         |   |         |
|-------------------------|---|---------|
| Confirmation statements | The tenderer has Equality and Diversity, Environmental and Data Protections policies in place and, if successful, supporting documentation will be provided as evidence.  | YES/NO* |
|                         | The tenderer holds current valid insurance policies: <ul style="list-style-type: none"> <li>- Professional indemnity insurance with a limit of liability of not less £2million.</li> <li>- Public liability insurance with a limit of liability of not less than £5million.</li> <li>- Where relevant, employers liability insurance with a limit if liability of not less than £5million.</li> </ul>     | YES/NO* |
|                         | To the best of our knowledge, there isn't any conflict of interest between our organisation and St Ives Town Council that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure. | YES/NO* |

|       |       |   |
|-------|-------|---|
| Costs |       | £ |
|       | VAT   | £ |
|       | Total | £ |

Name: .....  
 Position: .....  
 Signature: ..... Date: .....