



## Clarifications Log

<b>Tender reference</b>	StIves-RFQ-0004-22
<b>Title</b>	Project lead / Manager St Ives Guildhall Renewal
<b>Deadline for Clarifications</b>	Midday 3 <sup>rd</sup> October 2022

27.09.22

Reference	Clarification	Town Council response	Response Date
GHR1	In the award criteria section the text indicates that the fee costs will be scored at 15% but the column adjacent indicates they will be scored at 50% - could you please confirm which it is?	50% is the correct weighting	27/09/22
GHR2	Given your proposed start date on site in Spring 2023 can you confirm if planning and conservation area consents have already been obtained?	Planning consents are still to be secured. Currently, the proposals require planning permission only at the front of the building and a small amendment to the side extension. Commencement dates will naturally flex, being subject to further surveys and design work, and to maintain income opportunities during summer months.	27/09/22
GHR3	Can we have the opportunity to visit the building prior to the tender submission? If so what are the arrangements?	The hall is open weekdays, 9 to 5 and arrangements for a visit can be made with contact through this inbox ( <a href="mailto:tenders@stives-tc.gov.uk">tenders@stives-tc.gov.uk</a> )	27/09/22
GHR4	The programme illustrated in the feasibility study and referred to in your letter of instruction shows a commencement on site in July 2023 based on the appointment of the PM role in March 2022 and a design team appointment in June 2022. The PM appointment is being indicated in the ITT as being by 17th October, so 7 months behind programme. This suggests that the start on site would also be 7	These programme dates are provisional and subject to appointments, detailed surveys and design work. Final programming should be responsive to the detailed scheme whilst aiming to maintain income opportunities during summer months.	27/09/22

	months behind programme; that is in February 2024 – so significantly behind the dates given in the ITT. Has the project been re-programmed to allow a start on site in March 2023 or is the contract start date now March 2024? If the project has been re-programmed could we have a copy of the new programme. If the programme is a stated in the ITT and requires a start on site by Spring 2023 and completion by March 2024 do you require proposals in the tender to show how this can be achieved and a new programme?		
GHR5	The file size of our submission might be larger than will typically be accepted through email. Are you able to accept a WeTransfer link to a Zipped folder?	We are able to accept file sharing links to the tenders mailbox	27.09.22

29.09.22

<b>Reference</b>	<b>Clarification</b>	<b>Town Council response</b>	<b>Response Date</b>
GHR6	Will the appointment of the professional project manager require the contract administration service or will this be undertaken by the architect or other design team professional?	There is an expectation that the Project Lead will be responsible for contract administration with procurement of suitable personnel if required.	30.09.22
GHR7	Where is the client in relation to the programme activities, the PM has not been appointed but has the rest of the professional team in line with programme Option 2 or will the procurement of the consultant team be managed by the PM?	The consultant team will be procured and managed by the Project Lead.	30.09.22
GHR8	Will the Guildhall venue building be vacant during the works and will the Council Offices remain operational?	Our intention is to minimise any loss of income during the works, and expect that the venue will need to close for periods of time. The Council Offices will remain operational throughout.	30.09.22

GHR9	Does the current budget include for items expressly excluded in the cost plan and will the PM manage the procurement of these elements like bleacher seating?	It is recognised that subsidiary items may fall outside the scope of the construction project, and the timing and procurement of these will be determined as the scheme evolves. It is expected that the Project Lead and Design Team will give guidance regarding the specification and procurement of such items including sound equipment, lighting, seating etc. The feasibility study and cost plan provide a strong framework but as detailed design stage is reached, it may be that ancillary elements will be subject to change or evolution.	30.09.22
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30.09.22

Reference	Clarification	Town Council response	Response Date
GHR10	Would appointment as PM preclude further opportunities for appointments in design or cost consultancy?	No, however, procurement will follow our standing orders whilst ensuring best value.	30.09.22
GHR11	Would you be open to multi-discipline bid or combined PM and Cost Consultancy?	The specification deals specifically with the appointment of a Project Lead. Further services will be required and procured in accordance with our standing orders.	30.09.22
GHR12	The award criteria describes 15% for price but the breakdown shows 50%. Presumably the full 50% will be applied to the lowest bid?	As above (GHR1), 50% is the correct weighting	30.09.22
GHR13	Is there any further details or specific questions regarding the quality assessment that St Ives Town Council are able to provide to assist with this section.	Please refer to the 'Role Profile Requirements' and the tables provided at pages 3 to 6 of the Request for Quotations.	30.09.22

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Reference	Clarification	Town Council response	Response Date