



St Ives Town Council

Clarification log – St Ives Huers Hut: Sustainable Future and Reuse Feasibility Project Architectural services

Tender reference	St Ives-ITT-00011-25
Title	St Ives Huers Hut: Sustainable Future and Reuse Feasibility Project – Architectural services
Deadline for Clarifications	22nd January 2026

Reference	Clarification	St Ives Town Council response	Reply date
HH01	Is the need for a conservation architect a mandatory (pass/fail) requirement?	The requirement for the appointed architect to hold conservation accreditation was included following advice from a consultant due to the building's Grade II listed status. However, we wish to confirm that we will accept demonstrable and relevant experience in conservation projects as an alternative to formal accreditation. Bidders should ensure that their submission clearly evidences such experience where accreditation is not held.	9 th January 2026
HH02	Is the fee outlined for phone 1 only, or does this fee extend to cover stage 2?	The fee outlined is to cover feasibility phase 1 (RIBA 0-1) and phase 2 (RIBA 2). Please break down your fee in line with this in the fee table within the Form of Tender.	9 th January 2026



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		Subject to project development and further funding being secured, additional fees would apply to RIBA 3 and beyond, if appointed.	
HH03	In addition to the completed Standard Selection Questionnaire and Form of Tender, are tenderers required to submit responses to the Contract Award Criteria questions? If so, could you please confirm whether there is a set template and/or a prescribed word count limit for these responses?	The contract award criteria should be used to demonstrate relevant experience and suitability for the undertaking of the role. This can be submitted in a format that you feel most appropriate and there is no template or limit on word count.	21 st January 2026
HH04	Can the previous studies completed for the project be shared in advance of the tender opportunity closing?	Unfortunately, the studies can only be shared once the architect or practice has been appointed.	21 st January 2026
HH05	Can the measured survey be shared?	Yes, the measured survey will be added to the links section of the website.	26 th January 2026
HH06	What other Consultants, appointed by St Ives Town Council, are anticipated for RIBA Stages 0-2?	We anticipate that for RIBA stages 0-2 we will appoint: <ul style="list-style-type: none">• An Architect or Architectural practice• An engagement, feasibility, and business planning consultant• Structural Engineer• M&E Consultant• Quantity Surveyor• Access Consultant (although this may be covered under another role)	26 th January 2026



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HH07	Under (4) Pricing Notes, there is a request for both a percentage fee and a fixed fee. Is it correct to assume the fixed fee is for RIBA Stages 0-2 and the percentage fee is for the works beyond this?	<p>We can confirm that both pricing formats requested in Section (4) Pricing Notes are required. Tenderers must therefore provide:</p> <ol style="list-style-type: none">1. A percentage fee, expressed as a percentage of the capital cost (plus expenses if not included), and2. A firm fixed fee, inclusive of all standard expenses. <p>For the avoidance of doubt, the price evaluation will be based solely on the firm fixed fee. The percentage fee is requested for information and benchmarking purposes only and will not be used in the scoring process.</p> <p>Both fee formats should relate to the same overall design scope, as set out in the tender documentation.</p>	
HH08	Is the £12,000 (excl. VAT) noted on the 'Find a Tender' gov.uk website your anticipated contract value for RIBA Stages 0-2 for the Conservation Architect only?	Yes.	26 th January 2026