

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002229-2022>

Tender

## **Architect to support the development of Rodborough Community Hall**

Rodborough Parish Council

F02: Contract notice

Notice identifier: 2022/S 000-002229

Procurement identifier (OCID): ocids-h6vhtk-030f4e

Published 25 January 2022, 5:24pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Rodborough Parish Council

Rodborough Community Hall

Stroud

GL5 3TZ

#### **Contact**

Hannah Clarke

#### **Email**

[clerk@rodborough.gov.uk](mailto:clerk@rodborough.gov.uk)

#### **Telephone**

+44 1453762686

#### **Country**

United Kingdom

**NUTS code**

UKK13 - Gloucestershire

**Internet address(es)**

Main address

<https://rodborough.gov.uk/>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43061](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43061)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://rodborough.gov.uk/post/cc573a91-e195-4e5c-b53a-3f38ad6a8154>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://rodborough.gov.uk/>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Other activity

Local Government

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Architect to support the development of Rodborough Community Hall

#### **II.1.2) Main CPV code**

- 71000000 - Architectural, construction, engineering and inspection services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Council is seeking an architect to lead the development of the building and design process and to support the client/rest of the project team through to the end of RIBA Work Stage 6.

#### **II.1.5) Estimated total value**

Value excluding VAT: £46,500

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 71200000 - Architectural and related services
- 71220000 - Architectural design services
- 71223000 - Architectural services for building extensions

#### **II.2.3) Place of performance**

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Rodborough Community Hall, Butterrow West, Stroud, GL5 3TZ

#### **II.2.4) Description of the procurement**

The Council is seeking an architect to lead the development of the building and design process and to support the client/rest of the project team through to the end of RIBA Work Stage 6.

Full details of the Council's expectations are in the Invitation to Tender which can be found on Rodborough Parish Council's website

#### **II.2.5) Award criteria**

Quality criterion - Name: How well the proposal demonstrates an understanding of the project set out in this brief / Weighting: 20%

Quality criterion - Name: How appropriate the methodology and methods are to the project set out in this brief / Weighting: 20%

Quality criterion - Name: The relevant experience of the team who will be completing the work / Weighting: 20%

Cost criterion - Name: Price / Weighting: 40%

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

21 February 2022

End date

31 October 2023

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 February 2022

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

16 February 2022

Local time

10:00am

Place

26 Queen Square, Bath, BA1 2HX

Information about authorised persons and opening procedure

To be conducted by MEA Clark Ltd and follows their procedures

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

A site visit and informal meeting can be arranged with the Clerk of the Council who can be contacted on 01453 762686 or [clerk@rodborough.gov.uk](mailto:clerk@rodborough.gov.uk)

Quotations should be submitted to the Clerk via email to [clerk@rodborough.gov.uk](mailto:clerk@rodborough.gov.uk)

The proposals should include:

- A brief company profile.
- Brief information describing your relevant experience.
- Examples of other relevant work.
- A brief description of the approach and methodology you would adopt for the execution of this commission. This should detail the work you would expect to undertake.
- The personnel and resources you would devote to the project

including their CV's. A lead contact should be identified.

- A fixed lump sum fee for carrying out the commission  
(including expenses but excluding VAT) this fee should be

broken down as the table below.

- Hourly rates for the different grades of staff employed.
- Details of two referees who we can contact.
- Evidence of financial stability.

The Consultant is also invited to submit a lump sum fee for the Principal Designer role in addition to the above GBP..... exc. VAT

The Council may invite applicants to interview.

A final decision could be made approx 4 weeks after submission of quotations

Unsuccessful applicants will be notified via email.

(MT Ref:225198)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>