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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): ocds-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

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

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

Quotations should be submitted to the Clerk via email to 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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

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