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Tender

## **Torpoint Lower Fore Street RIBA 3 Detailed Design Reports**

Torpoint Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-011643

Procurement identifier (OCID): ocids-h6vhtk-04f760

Published 27 March 2025, 4:52pm

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### **Scope**

### **Description**

This package of work represents the development of the detailed design for the community hub and associated accommodation as well as the detailed design for the Public Town Square for the town of Torpoint, in South East Cornwall. A separate RIBA 3 report will be required for both elements. Both elements will run concurrently and the timeline to achieve them is critical to the success of the project. Grant Funding is paying for the delivery of both reports.

The Project will constitute a combined community and housing development overlooking the River Tamar, adjacent to the Ferry Lanes and at the base of the main shopping street in the Town alongside the creation of a public open space in the form of a town square adjacent to the community hub.

The focus must be on the ability to deliver a development with the community building at its centre with a clear understanding of potential cost. Both of these reports will support Torpoint and help them manage their way through local government funding and the detailed design must reflect this. The combination of the two reports will describe the

centre of the Torpoint community for the future.

Whilst the overall site is a significant development this quotation seeks to complete the detailed design (RIBA 3) study for the new community building and accommodation at the lower end of Fore Street on the site detailed in Enclosure 4. The requirement also includes a separate detailed design (RIBA 3) study for the Public Open Space detailed in the Masterplan at Enclosure 3. The aim is to define the assets to be delivered, understand the risks, issues, opportunities and costs for both sites and be in a position to submit an outline planning application for both, enabling the requirements of the One Public Estate (OPE) funding and the needs of the town and its community.

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Both reports should clearly articulate how the spaces interact with each other to provide the community centre and the facilities to support them to enable entertainment and community use. The tenderer should also submit an outline planning application for both studies.

The tenderer is to supply:

i) A RIBA 3 Detailed Design for the community hub and the associated accommodation shown in the RIBA 2 Feasibility study .

AND

ii) A RIBA 3 Detailed Design for the Public Square.

Both reports should clearly articulate how the spaces interact with each other to provide the community centre and the facilities to support them to enable entertainment and community use. The tenderer should also submit an outline planning application for both studies. The studies should include:

a. Design studies and testing;

b. Costing exercise to include professional fees and associated fixtures furnishings and equipment alongside potential Information Communication Technology (ICT) to reflect the evolved design and ensure budget viability;

c. Reports on collaboration Architects and engineers are to demonstrate all aspects of design are integrated and practical with specific reference to the surrounding public realm and the coordination of activity between the two RIBA 3 studies;

- d. All recommendations from consultants are to be included including risks, issues, opportunities and dependencies;
- e. Outline planning application preparation and submission for both studies including all relevant documentation, drawings required for submission;
- f. Evidence that the designs meet building regulations and any other relevant requirements;
- g. A costed and refined final proposal;
- h. Any specific specifications, innovative design, or construction ideas;
- i. Advice on any specific consultants or specialists that may be required for the future as well as any specific surveys or actions that may be required to develop the plan to full planning approval;
- j. Potential delivery routes and programme for delivery (under an No Cost Extension contract);
- k. Construction strategy and timetable;
- l. Feedback and timetable of public consultations and statutory consultee discussions and actions.

3.3 The tender should contain Cost Breakdown for delivery by task and member of staff.

3.4 The tender should provide materials suitable to be displayed to the public as part of any consultation Torpoint Town Council might wish to undertake. Allowance should be made for a public consultation event in the town both inside and outside of the working day.

Milestone Dates: -

1. Date Invitation to Tender (ITT) available on Contracts Finder 21st March 2025
2. Last date for raising queries - 1200 2nd April 2025
3. Last date for responses to clarifications to queries - 1700 3rd April 2025
4. Deadline to return ITT - 1200 6th May 2025
5. Evaluation of ITT - 7th May 2025

6. Evaluations reviewed by Town Team Project Board and recommendation made to Torpoint Town Council 12th May 2025

7. Award of Contract - 16th May 2025

8. Start Meeting - 30th May 2025

9. Two draft Reports ready for review - 6th October 2025

10. Torpoint Town Project Board presentation and review - 13th October 2025

11. Final two Reports Submission (Hard Deadline) - 13th November 2025

12. Full Torpoint Town Council Review of Reports 21st November 2025

The tender report submission should be completed in a PDF format and must be accompanied by:

Covering letter (two sides of A4 maximum) to include:

a. A single point of contact for all contact between the tenderer and Torpoint Town Council during the tender selection process, and for further correspondence.

b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines this is a hard deadline.

c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:

i. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),

ii. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)

iii. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).

d. Conflict of interest statement.

e. Torpoint Town Council has adopted a Climate Emergency Action Plan and requires as part of this procurement, information on how your organisation demonstrates its support for 'green initiatives'.

Examples of two other similar projects for the mixed use element plus two projects of a public realm public square project that have been completed that demonstrate the ability and experience of the team being proposed (one side of A4 maximum per example). Please focus on the mixed use nature of the scheme and the cost / route for delivery.

CV's of all relevant members of the team (one side of A4 maximum per CV).

Programme of work. Clear articulation of any exemptions.

Breakdown of expected costs and budget.

The total maximum budget available for this commission is £190,000.00 (exc VAT), but inclusive of all expenses.

### **Total value (estimated)**

- £190,000 excluding VAT
- £228,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 30 May 2025 to 13 November 2025
- 5 months, 15 days

### **Main procurement category**

Services

### **CPV classifications**

- 71220000 - Architectural design services

- 71241000 - Feasibility study, advisory service, analysis
- 71242000 - Project and design preparation, estimation of costs
- 71400000 - Urban planning and landscape architectural services
- 79314000 - Feasibility study

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Submission**

### **Enquiry deadline**

2 April 2025, 12:00pm

### **Tender submission deadline**

6 May 2025, 12:00pm

## Submission address and any special instructions

[tender@torpointtowncouncil.gov.uk](mailto:tender@torpointtowncouncil.gov.uk)

<https://www.torpointtowncouncil.gov.uk/>

## Tenders may be submitted electronically

Yes

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## Award criteria

Name	Description	Type	Weighting
Examples of similar work	Examples of four other similar projects that have been completed that demonstrate the ability and experience of the team being proposed on the two studies (one side of A4 maximum per example).	Quality	30%
Programme of work	Programme of work to deliver the required feasibility report in a practicable and realistic manner to achieve the required dates. All exemptions should be clearly articulated. The report should be completed in a PDF format.	Quality	30%

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<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Breakdown of expected Costs & Budget	A fixed fee for this work (exc VAT) including travel and other expenses. All extra fees and exclusions should be clearly articulated. Any indication of added value should be clearly explained. The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $20 \times \text{lowest bid} / \text{bid}$ .	Cost	20%
CV's, capability and capacity	CV of all relevant members of the team being proposed to provide the contracting authority with confidence that the tenderer has the capability and capacity to deliver the work in the time frame required (one side of A4 maximum per CV).	Quality	19.9%
Covering letter	Acceptable covering letter including confirmation of the requirements detailed at 6.1 in the tender document. Pass or Fail	Quality	0.1%

## Procedure



## Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

<https://www.torpointtowncouncil.gov.uk/climate-emergency.php>

Link to Torpoint Town Council Climate Emergency Action Plan

[ITT for RIBA 3 Reports for Lower Fore Street.pdf](#)

Invitation to Tender document

[Enclosure 1 Torpoint Vision April 2016.pdf](#)

Enclosure 1 Torpoint Vision

[Enclosure 2 Torpoint Neighbourhood Plan.pdf](#)

Enclosure 2 Neighbourhood Development Plan (draft)

[Enclosure 3 Torpoint Town Council MASTERPLAN.pdf](#)

Enclosure 3 Torpoint Masterplan for Lower Fore Street

[Enclosure 4 Torpoint Feasibility Report.pdf](#)

Enclosure 4 RIBA 2 Report for Lower Fore Street

[Enclosure 5 Financial Regulations February 2025.pdf](#)

Enclosure 5 Torpoint Town Council Financial Regulations

[Enclosure 6 Torpoint Town Council Strategy 2025.pdf](#)

Enclosure 6 Torpoint Town Council Strategy

[Questions on Invitation to Tender 270325.pdf](#)

Questions on Invitation to Tender 270325 (1630)

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## **Contracting authority**

### **Torpoint Town Council**

- Public Procurement Organisation Number: PHJZ-1286-MVVQ

Torpoint Town Council

Torpoint

PL11 2LD

United Kingdom

Contact name: Camilla Southworth

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Email: [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk)

Website: <http://www.torpointtowncouncil.gov.uk>

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government