



## **Invitation to Tender**

# **Torpoint Lower Fore Street RIBA 3 Detailed Design for the Redevelopment of the Police Station site and Public Square elements of the Masterplan**

This project is funded by the UK Government through the UK Shared Prosperity Fund. Cornwall Council is responsible for managing projects funded by the UK Shared Prosperity Fund through the [Cornwall and the Isles of Scilly Good Growth Programme](#).

The UK Shared Prosperity Fund proactively supports delivery of the UK-government's five national missions: pushing power out to communities everywhere, with a specific focus to help kickstart economic growth and promoting opportunities in all parts of the UK. For more information, visit: <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>.



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UK Government**



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**Council of the  
ISLES OF SCILLY**



**GOOD  
GROWTH**  
CORNWALL & ISLES OF SCILLY  
SHARED PROSPERITY FUND

## **1. About the organisation**

1.1 The organisation responsible for the creation and issue of this invitation to tender is:

Torpoint Town Council  
1-3 Buller Road  
Torpoint  
Cornwall  
PL11 2LD Tel: 01752 814165, [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk)

1.2 Torpoint is a friendly community that has risen in popularity over the past 20 years. It developed at the turn of the 18<sup>th</sup> century around the growing service across the River Tamar and has therefore become the gateway to the picturesque peninsula of South East Cornwall.

1.3 The history of Torpoint goes back some 270 years - not very long in comparison with many other local town's and villages. One of the first mentions of Torpoint is an old print of the Hamoaze dated 1734. It shows two men leaning against a millstone which has the words 'Tarr Point' carved on it. There is also a mention in Antony Church records dated 1745.

1.4 Torpoint ferries have been operating since 1791 with the first chain ferry in 1834. There have been several modernisations since then and Torpoint can now boast the world's largest chain ferries.

1.5 St John's Lake is part of the tidal estuary of the River Tamar. It is an outstanding wintering spot for the waders and wildfowl as well as being a stopover for migrating gulls and terns.

1.6 Torpoint's proximity to St John's Lake and Plymouth Sound has encouraged the development of its thriving sailing community. The open tidal waters provide the challenging conditions enjoyed by sailors and windsurfers alike.

1.7 HMS Raleigh, situated on the outskirts of Torpoint, is a Royal Navy training establishment for all ratings, it also is the home of the Band of Her Majesty's Royal Marines (Plymouth). HMS Raleigh has figured prominently in the community since it was originally commissioned in 1940.

1.8 The twin villages of Kingsand and Cawsand lie on the Cornish side of Plymouth Sound with Maker and Rame close by. Mount Edgcumbe House and Park are also in the same vicinity. Torpoint's neighbour and old rival Millbrook nestles at the head of Millbrook Creek and was a centre of industry for a considerable number of years.

## **2. Background and Context**

2.1 Torpoint is the principal urban area (population of 7.5K) for the Rame Peninsula, providing the area's main convenience retail offer, some comparison shopping, a local

food and drink offer and minor community and leisure facilities. There are key visitor attractions on the peninsula including Mount Edgcumbe House and Park, Antony House and Gardens and the villages of Cawsand and Kingsand.

2.2 Torpoint is one of four key arrival/departure points for visitors to Cornwall. This development site represents the first/last impression of visitors to Cornwall through this gateway. The site represents the Town centre and is the focus for mixed use development and public realm enhancement. The change is important to underpin regeneration throughout the wider town and creates the link between the waterfront and the high street. It is at the centre of 'A Vision for Torpoint' (Enclosure 1), which was published in March 2016 and is the basis for the Economic plan and the Neighbourhood Plan. A copy of the Neighbourhood Plan for Torpoint in its current state, although this is currently undergoing examination, is at Enclosure 2 and the Masterplan for the area is at Enclosure 3. A feasibility study has been completed and is at Enclosure 4. The next phase of the development is pivotal to the success of the Neighbourhood Development plan and Masterplan and as such conformity with the plan is essential. The Torpoint Town Council Strategy is at Enclosure 5. The combination of these documents provides a clear viewpoint on the direction of travel that the Council and its many partners wish to take for the future.

2.3 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. 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 and as such the deadlines provided later in this document are hard targets which must be achieved. The images in the RIBA 2 report at Enclosure 4 and the Town square in Enclosure 3 identify the spaces accordingly, as well as the image in Figure 1 below. 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. It should be noted that the funding to deliver the development of the old police station site has a requirement to release it to the market for sale and thus development by 31 March 2026, which is a concurrent deadline to the delivery of the RIBA 3 reports. The reports in unison with the sale will look to enable the delivery of the development as outlined in the documents enclosed. It is therefore ESSENTIAL that the reports are delivered on time to maintain the trajectory for delivery and the time frames required by central government.

Figure 1 below indicates the area under consideration for the RIBA 3 report for the community hub and accommodation and is outlined in **purple**.

Figure 2 below indicates the area under consideration for the RIBA 3 report for the public square and is outlined in **red**.

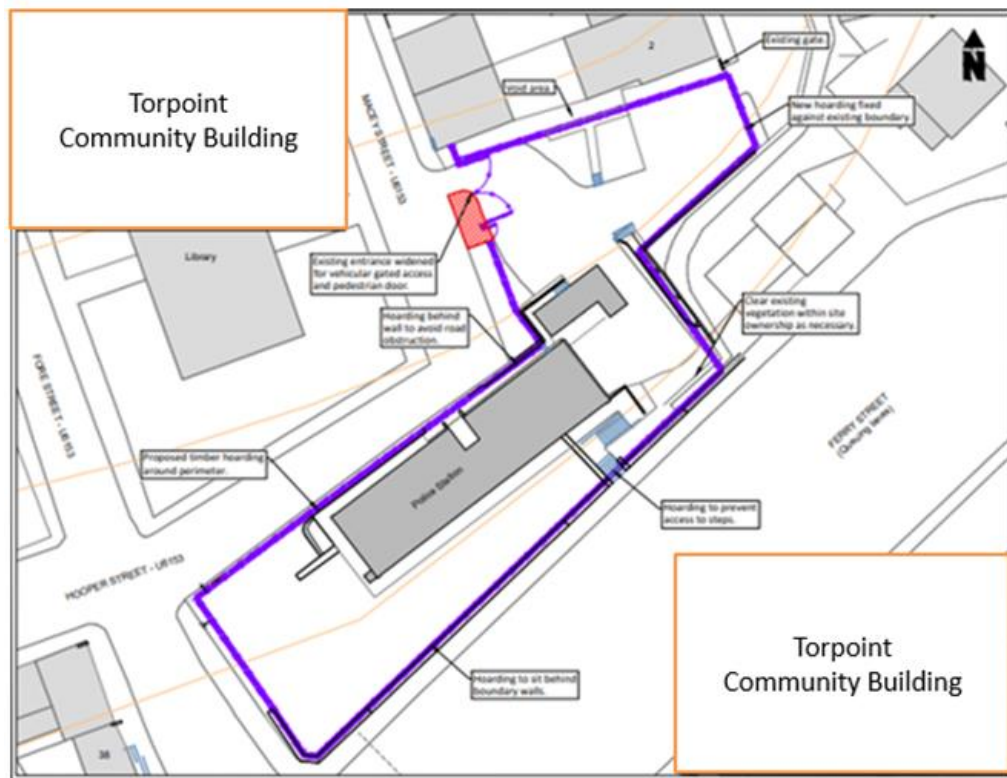


Figure 1: Torpoint RIBA 3 report for the community hub and accommodation



Figure 2: Torpoint RIBA 3 report for the public square

2.4 The development of the site will include a community building which is to be sited in the area. The community building is to be a multifunctional building and designed to maximise its occupancy and use throughout the time it is open. It should facilitate the provision of visitor and transport information, work space (hot desks) for both town and Cornwall Council officers, incorporate the existing library and community hub, café, gallery, art and creative studios, office / business start-up units for rent as well as flexible work space for all sector use. Importantly the community / business areas will also provide access to Superfast Broadband (Torpoint has a limited access to internet in this area of circa 80%). The space should also be designed to encourage its use and hire by educational, health and welfare organisations. Whilst it is understood that the delivery of the building will only deliver a shell for the community facility the report should contain a detailed design with costed fixtures furnishings and equipment available as well as information technology. The accommodation units as depicted in the RIBA 2 report should conform to current expected requirements by registered providers, to enable an informed view of the potential of the site. The Report for the Public Square should recognise the town's ambition for it to be a multifunctional space with the potential to host events, markets and provide a location that will enable community art to be displayed and allow external seating and displays, that will facilitate the businesses to the North of the site in the live work accommodation. The reports for both elements should identify and explain the common links in the public realm and how the community hub / accommodation spaces compliment the public square.

2.5 The delivery of a community building and housing has at its core a desire to help restore a sense of pride in Torpoint, creating a visible focus for the town and bringing to life the vision that Torpoint has had for the last ten years. It will help restore belief in the Town's future, its leadership and generate jobs, build a stronger community and reduce the departure of the younger population seeking better opportunities. The facility will support networking and a creative mix of people from all ages enabling development, increased skills, stronger community and a more prosperous future for all. Importantly it will also enable people of all ages to mix, generating an environment that will help with the increased levels of loneliness identified in Torpoint.

2.6 This community building will release the current library for demolition and as a result the next area of land to deliver some of the housing and some of the aspirations for a wider scheme. It is highly likely that the Public Square will be the final element to be delivered, having provided the space throughout the development for the site compound. Thus the Public Square must be able to be delivered at the end of the programme of development.

2.7 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.

**2.8 IMPORTANT NOTE: The Invitation to Tender is part of a grant funded application process; the Town Clerk and Responsible Financial Officer at Torpoint Town Council has received project approval and therefore procurement is subject to confirmation of Grant Funding Agreement. We will**

**assess tenders received on a Most Economically Advantageous Tender. It is highly anticipated that the Town Team Project Board and also Torpoint Town Council will resolve to consider the individual scores and results of the tender process with the public and press excluded, due to the commercial sensitivity of this information. This is pursuant to *Section 1(2) of the Public Bodies (Admission to meetings) Act 1960.***

### **3. Tender requirements**

3.1 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.

3.2 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 (Figure 1 on page 4).**

**AND**

**ii) A RIBA 3 Detailed Design for the Public Square (Figure 2 on page 4).**

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.

#### **4. Budget**

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

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

#### **5. Tender and commission timetable**

The timescale of the programme is from the date of signing the contract until the 13<sup>th</sup> November 2025. The timetable for submission of the tender, completion of the programme is set out below.

| <b>Milestone</b>  | <b>Date</b>                     |
|---|---------------------------------|
| Date Invitation to Tender (ITT) available on Contracts Finder | 21 <sup>st</sup> March 2025     |
| Last date for raising queries                                 | 1200 2 <sup>nd</sup> April 2025 |
| Last date for responses to clarifications to queries          | 1700 3 <sup>rd</sup> April 2025 |
| Deadline to return ITT  | 1200 6 <sup>th</sup> May 2025   |
| Evaluation of ITT   | 7 <sup>th</sup> May 2025        |

|  |                                |
|--|--------------------------------|
| Evaluations reviewed by Town Team Project Board and recommendation made to Torpoint Town Council | 12 <sup>th</sup> May 2025      |
| Award of Contract  | 16 <sup>th</sup> May 2025      |
| Start Meeting  | 30 <sup>th</sup> May 2025      |
| Two draft Reports ready for review   | 6 <sup>th</sup> October 2025   |
| Torpoint Town Project Board presentation and review  | 13 <sup>th</sup> October 2025  |
| Final two Reports Submission (Hard Deadline)   | 13 <sup>th</sup> November 2025 |
| Full Torpoint Town Council Review of Reports   | 21 <sup>st</sup> November 2025 |

## 6. Tender submission requirements

Please include the following information in your Tender submission.

### 6.1 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'.

### 6.2 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.



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

6.4 Programme of work. Clear articulation of any exemptions.

6.5 Breakdown of expected costs and budget.

## **7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Torpoint Town Council.

## **8. Conflicts of Interest**

8.1 Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Torpoint Town Council or its programme team, that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest, which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

8.2 Receipt of this statement will permit Torpoint Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

## **9. Tender clarifications**

9.1 Any clarification queries arising from this Invitation to Tender (ITT) which may have a bearing on the offer should be raised by email to: - [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk) in accordance with the Tender and Commission Timetable in section 5.

9.2 Responses to clarifications will be anonymised and uploaded by Torpoint Town Council to Contracts Finder and will be viewable to all tenderers.

9.3 No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Torpoint Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

### Tender returns will be assessed on the basis of the following tender award criteria

|  |               |
|--|---------------|
| Ref 6.1 Covering Letter  |               |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1.   | Pass/<br>Fail |
| Ref 6.2 Examples of similar work   | 30            |
| Examples of <b>four</b> 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).  |               |
| Ref 6.3 CV's, capability and capacity  | 20            |
| 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).   |               |
| Ref 6.4 Programme of work  | 30            |
| 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.  |               |
| Ref 6.5 Breakdown of expected Costs & Budget   | 20            |
| <p>A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses. All extra fees and exclusions should be clearly articulated.</p> <p>Any indication of added value should be clearly explained.</p> <p>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 x lowest bid / bid.</p> |               |

## 11. Assessment of the Tender

11.1 The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

| Scoring Matrix for Award Criteria |                      |  |
|-----------------------------------|----------------------|--|
| Score                             | Judgement            | Interpretation   |
| 100%                              | Excellent            | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.                                      |
| 80%                               | Good                 | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.   |
| 60%                               | Acceptable           | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.   |
| 40%                               | Minor Reservations   | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.   |
| 20%                               | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.   |
| 0%                                | Unacceptable         | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

11.2 During the tender assessment period, Torpoint Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

11.3 Torpoint Town Council is not bound to accept the lowest price or any tender. Torpoint Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Torpoint Town Council's internal procedures and Torpoint Town Council being able to proceed.

## **12. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the attached Torpoint Town Council standard Financial Regulations. (See Enclosure 3 – Section 12. Payments under Contracts).

## **13. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: As per Section 5

Emailed tenders should be sent electronically to [tender@torpointtowncouncil.gov.uk](mailto:tender@torpointtowncouncil.gov.uk) with the following message clearly noted in the Subject box; 'Torpoint RIBA3 Detailed Design reports'.

**Tenderers are advised to request an acknowledgement of receipt of their email.**

## **14. Disclaimer**

14.1 The issue of this documentation does not commit Torpoint Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Torpoint Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Torpoint Town Council and any other party (save for a formal award of contract made in writing by Torpoint Town Council or on behalf of Torpoint Town Council).

14.2 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Torpoint Town Council or any information contained in

Torpoint Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Torpoint Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

14.3 Torpoint Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

14.4 Cancellation of the procurement process (at any time) under any circumstances will not render Torpoint Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

**Enclosures:**

Enclosure 1 Torpoint Vision

Enclosure 2 Torpoint Neighbourhood Development Plan (draft)

Enclosure 3 Masterplan for Lower Fore Street

Enclosure 4 RIBA 2 Report for Lower Fore Street

Enclosure 5 Torpoint Town Council Financial Regulations

Enclosure 6 Torpoint Town Council Strategy

Link to the [Climate Emergency Action Plan](#)