



### 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

Questions 31<sup>st</sup> March 2025 (1500)

1. Is the tender return to include a full team namely – architects, C&S Engineer, MEP engineer, Highways engineer, Ecologist, Town Planner, Fire and Acoustics, Landscape etc.

Yes.

2. We note the documents state RIBA Stage 3 but only an Outline application rather than a Detailed application. We would normally expect Stage 3 to be associated with a Detailed application, is this correct?

Correct it is Outline, the land is owned by Cornwall Council and is subject to one Public Estate Brown Field release funding and will appear on the market fairly soon for sale in accordance with the terms and conditions of that funding package. The RIBA 3 report and the Outline planning application will be in support of the sale documentation, to encourage and support potential registered providers to come forward and engage in the deal, RIBA 4 and a detailed planning application would provide too much constraint on a prospective developer. Whilst we wish to guide the developer in the direction of what the town and Cornwall Council would like to see in keeping with the Masterplan and the associated Neighbourhood Development Plan, we do not wish to go too far as to compromise their aspirations on the site.

3. If it is only to include an Outline application, do you expect the current architectural design to remain reasonably unchanged and therefore the tender is ultimately a due diligence process that now includes the other engineering disciplines to enable an application?

We would want the design to reflect the reality of delivery and if something of an architectural nature needs to change then we would be content with that given the right justification.

4. We are interested in the above opportunity and I was wondering if you can explain the way to submit the information requested for our tender response? Do we send to this address a pdf made by us containing the requested information as below?

*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.*

**Yes, you are correct. Tenders must be submitted to the following email address [tender@torpointtowncouncil.gov.uk](mailto:tender@torpointtowncouncil.gov.uk) by the deadline.**

5. We are interest in submitting a Tender for the above project. We have the notification and associated attached documents contained within. Can you confirm whether there is any formal EOT that we have to submit please and if so via which portal or link. If not is all the documentation contained in this link full and complete?

[Torpoint Lower Fore Street RIBA 3 Detailed Design Reports - Find a Tender](#)

**There is no formal EOT, the tender report submission should be completed in a PDF format and accompanied by the information as per question 4 (of these questions). Yes, all the documentation is contained in the link shared to 'Find a Tender'.**

6. On review of Enclosure 4 Torpoint Feasibility Report, a Risk Register and Cost Plan is included. Can a full breakdown of the Cost Plan be shared please including any risk sums allocated to items raised during design development + site considerations to date. For Clarification 1 you have confirmed the requirement for the tender return to include a full Team – But not QS – Is this correct?

**The winning tender will receive the full breakdown and site restrictions that are known, alongside the many surveys now available post demolition and feasibility. The QS was not mentioned in the requirement for the tender return, however, the term 'full team' would include a QS.**

7. In relation to the milestones for this Tender, please can we request an extension to the clarification deadline of the 2nd of April.

We are sorry, but you will note the requirement to achieve this project within the timelines dictated. This is due to the requirements from the funder that we achieve specific outputs to keep within their terms and conditions. Extensions are not possible, hence the specific reference to this in the tender.

8. Please clarify whether we need to provide our proposed invoice schedule for the life of the project as well as providing separate itemised costs for the inputs of different consultants on our team.

Yes, it would be useful.