

ACCRINGTON TOWN SQUARE – PHASE 2
INSTRUCTIONS TO TENDERERS

Instructions To Tenderers

Main Contractor

ACCRINGTON TOWN SQUARE – PHASE 2

INSTRUCTIONS TO TENDERERS

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Introduction and Key Information

Introduction

Hyndburn Borough Council (HBC) is seeking the appointment of a Delivery Partner to provide the delivery of Phase 2 Fit Out Works as part of the Accrington Town Square project, which will refurbish two buildings named:

- Market Hall, Peel Street, Accrington, BB5 1ER
- Burton Chambers – 61-69 Blackburn Road, BB5 1JJ

The purpose of this document is to provide guidance on the Councils requirements for the selection process, to outline the timescales for implementation and mandatory requirements.

There is a third building; Market Chambers, 2-4 Church Street and 43-59 Blackburn Road, BB5 1JJ. It is unlikely that works will be taking place here at this moment in time, but tenderers should familiarise themselves with the building's location (near both Market Hall and Burton Chambers) as in the event that strip out, façade, and/or roof works are subsequently designed further and Works are ultimately required they may be delivered through this contract if they take place during the duration of the other works in the square.

There is a supporting Pre-Qualification Questionnaire and Briefing Document issued as part of this participation stage that should be read in conjunction with these Instructions To Tenderers. In the event of any conflict between the ITT and PQQ, please clarify.

Project Information

The project is to refurbish the existing buildings that anchor the town square in Accrington town centre.

The Market Hall will be transformed into an independent retail, food, drink and play destination. Alongside traditional market shopping outlets, there will be modern food and drink offerings, as well as provision for rental units on the first floor mezzanine. The plans are aimed to be in keeping with its historic purpose, whilst increasing visitors to the market.

Originally a workplace with ground floor retail units, Burton Chambers is an important Art Deco heritage asset that is situated across the town square from the Market Hall. Recently it has become increasingly unoccupied. The proposals for this building are to sympathetically restore the facades and repurpose the building wholly for the provision of flexible working space, intending to support the local business ecosystem and increase footfall and demand for retail in and around the town square.

Over the last year, there has been an ongoing enabling works contract with the following works carried out in both buildings:

- Demolition and strip out works
- Surveys
- Asbestos removal
- Façade retention works, including restoration of the existing stonework and replacement of windows/doors as required.

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Clients Project Team

The Project Team include:

- Rider Levett Bucknall – Programme Director
- MAC Consulting – Contract Administrator, Quantity Surveyor and Principal Designer (with subconsultant):
 - o Rihbell
- AECOM – Project Manager and Design Team Lead for the design stages progressed directly by the client (with sub-consultants including but not limited to):
 - o AEW Architects
 - o SI Sealy
 - o Civic Engineers
 - o LDA
 - o Donald Insall

Procurement Strategy

The works are being procured via a single stage competitive tender process, based upon the JCT 2024 Design and Build Contract with Schedule of Amendments, with the intention to enter into Contract on that basis. It is anticipated that both Market Hall and Burton Chambers will be awarded under 1 contract.

In accordance with the recently introduced Procurement Act 2023, the works will be procured under the Competitive Flexible Procedure.

Key Milestones

The target key milestones for this tender process are as follows:

Tender Notice and Commencement of Participation Stage	7 th April 2025
Tender Briefing Session (via Microsoft Teams)	w/c 14 th April 2025
Final date for requests for access to Data Room	16 th April 2025
Final date for Participation Stage Tender Queries	22 nd April 2025
Issue of Draft Information Pack to support Pricing Activity/Final Stage	28 th April 2025
End of Participation Stage	2 nd May 2025
Notification of unsuccessful Participation Stage participants	9 th May 2025
End of Pricing Activity/Final Stage (Tender Return)	6 th June 2025
Post Tender Return Contractor led clarification meeting	13 th June 2025
Tender Evaluation end	20 th June 2025
Standstill Period End	6 th July 2025

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Tender Process

General

No information contained in this PQQ, the tender documents, or in any communication between HBC (or its consultants) and any potential service provider/supplier shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. HBC reserves the right to terminate the process at any stage and does not guarantee that the project in any capacity will progress. Under no circumstances shall HBC incur any liability in respect of this PQQ or any supporting documentation. HBC will not reimburse any costs incurred in connection with preparation and submission of responses to this PQQ.

HBC may disqualify any potential supplier who fails to:

- Provide a satisfactory response to any questions in the PQQ or inadequately or incorrectly completes any question.

HBC will disqualify any potential supplier who fails to:

- submit a tender in full and on / before the tender deadline.

Where a potential supplier has a valid reason for being unable to provide the information requested in relation to economic, financial, and/or insurance matters, other relevant information should be provided in support of the company's position. This information will be considered as part of the process and may be accepted if it is deemed suitable.

The Contractor will be responsible for appointing consultants of their choice to support the delivery of the project. Separate appointments for the same consultants as the Client's Design Team is acceptable provided the proposed appointment does not contradict any requirements or obligations within the existing Client / Consultant appointment.

Tender Issue

The tender shall be issued in two stages:

- **Participation Stage** – Instructions to Tenderers, Pre-Qualification Questionnaire and the Brief will be uploaded to the procurement SharePoint DataRoom and will be formally issued via a portal for all prospective tenderers.
 - o Tender addenda may be issued as part of this stage to provide information on the draft pack for Final Stage to support with contextualising the project.
- **Final / Pricing Activity Stage** – Remaining Tender Information (issued for information during the Participation Stage) to be reviewed and priced by selected tenderers.
 - o Tender Addenda may be issued as part of this stage for Contractors to include within the tender return.

Supplementary information such as Clarifications shall be managed via a SharePoint DataRoom. Each Tenderer is to request access to the SharePoint via a single person. Requests for access shall be directed to Matt Williams (Matt.Williams@aecom.com) before 17:00 on 16th April 2025.

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Participation Stage

Under the Participation Stage, the following documents will be issued on the portal:

- Instructions to Tenderers (this document, for information and to be complied with)
- Pre-Qualification Questionnaire (to be completed and returned)
- A Briefing Document that explains more about the proposed project (for context and information)

Applicants are required to return their completed PQQ and supporting information to the project Data Room no later than 17:00 on the 2nd May 2025. Submissions received after this date cannot be evaluated and will be disregarded.

Marketing materials and the like that are not requested or required as a tender deliverable. Any information provided that is additional to that requested will not be reviewed and or scored.

Selection of Tenderers for Final / Pricing Activity Stage

The objective of the Participation Stage is to assess the response to the PQQ and select up to 5 potential service providers/suppliers to proceed to the next stage of the procurement – The Final / Pricing Activity Stage.

The pre-qualification questions fall into three categories:

1. **For Information:** These question/s tell us about your firm and although not scored, will be used to understand basic information about the supplier.
2. **Pass/Fail:** The question/s should be answered in a Yes/No format and appropriate details supplied accordingly to allow an assessment of skills, knowledge and experience of the Contract. Failure to answer may lead to your pre-qualification submission not being considered further.
3. **Pass/Fail and Scored:** The pass/fail element of the questions/s should be answered in a Yes/No format, scoring criteria will be described within the question and will be scored to further assess the suppliers knowledge or expertise in relevant areas relating to the works as relevant.

The selection process will be as follows:

1. Interested parties are to submit the completed questionnaire by the due date.
2. The submitted documents will be reviewed for technical compliance and quality in accordance with the criteria described in this document.
3. PQQs that are not fully complete, or that do not meet the Pass / Fail criteria, will not be evaluated any further.
4. PQQs that are complete and do meet the Pass / Fail criteria will be evaluated further, with scoring taking place of the scored question/s.
5. Following this assessment, up to 5 PQQs identified as the highest scoring will be selected to progress to the next (Final /Pricing Activity Stage).

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Final / Pricing Activity Stage

The following information is anticipated to be provided for Final / Pricing Activity Stage

- An updated version of this Instructions Document
- A preliminaries document
- Design information
- Pre-Construction Information
- The proposed Contract, including amendments
- A format for the Priced Contract Sum Analysis (to be completed and returned by those participating in the stage)
- A quality document (to be completed and returned by those participating in the stage)

These will be shared once they are available to enable participants to become familiar with them maximising the available time suppliers have to review and understand the requirements contained within.

Upon completion of the evaluation of the Participation Stage returns, potential tenderers will be informed whether they have been selected to proceed to Final / Pricing Activity Stage. Unsuccessful tenderers will be informed at the same time.

The submission of the Final / Pricing Activity Stage Return is anticipated to be submitted via the portal no later than 17:00 on 6th June 2025.

It is anticipated clarification meetings may be required and if so they will be scheduled by the Client team. The agenda for this session will be drafted by the Client for the Contractor to prepare for and respond to.

Information to be submitted with tender for Final / Pricing Activity Stage

The following information shall be submitted as part of the return:

- Form of Tender (in the format that will be provided)
- Priced Contract Sum Analysis (in the format that will be provided)
- Projected Cashflow
- Contractors Responses to the Quality Evaluation Criteria which are anticipated to include question focussed on
 - o Master programme including completion date and any key milestone dates
 - o Site Management and Logistics Plan
 - o Expected Project Team with CVs
 - o Anticipated key subcontractors for principal elements of work
 - o Social Value

Clarifications

Queries or requests for clarification during the prequalification period should be sent to:

Josh Adams – Josh.Adams@rihbell.co.uk

Jordan Rutter – Jordan.Rutter@rihbell.co.uk

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All queries and clarifications raised will be responded to in a suitably anonymous form and shall be provided to all bidders unless the bidder identifies it as commercially sensitive. Where this is not considered commercially sensitive by the Client team the bidder will be able to withdraw the query, or all tendering bidders will receive the same response.

The final date for clarifications or queries to be raised and received a response is 10 calendar days before the Participation Stage deadline. The updated instructions for the Final / Pricing Schedule Stage will further outline the process of that Stage – though it is anticipated this will be similar in function.

Tender Evaluation

Upon completion of the Pricing Activity/Final Stage and receipt of the tenders. The tenderers may be invited to a Post Tender Return Contractor Led Briefing session in which the tenderer is invited to brief the project team on their tender submission and highlight key areas/notes within their tender to assist the project team with the evaluation process.

Following the briefing session, the evaluation of tenders will be completed by the project team with the intent to produce a Tender Report within two weeks of tender return providing a recommended tenderer. During this period, tenderers may expect to have queries on their submissions raised and shall respond to these as soon as is practical.

Openness and Transparency

Throughout the tender process it is expected that all parties shall demonstrate openness and transparency.