



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 24th April 2025 (LAST 1530)

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 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.

9.

1. Can you please confirm the consultant and subconsultant disciplines that are required to be provided in the team for this submission? We would expect that the following are included:

- Architect,
- Landscape Architect/ designer,
- MEP/Sustainability engineer/ designer,
- Structural Engineer/ drainage consultant,
- Ecology and BNG surveyor (including inspections and BNG calculation).
- Quantity Surveyor

For parity in the tender returns, we would advise the required consultants are identified for the tender.

Yes, but consideration should be given to the site and the length of time you may require to achieve the outcome against each profession.

2. Under point 3.2 of the ITT document it states that 'The tenderer should also submit an outline planning application for both studies.' Elsewhere in the tender documents it implies that a detail design, or refined proposal is to be developed along with specifications and so this implies a full planning submission. Can you please confirm if the scope of services for this commission are for an Outline Planning Submission or a Full Planning Submission, and also that both sites are to be submitted as separate applications?

This has been confirmed previously - two separate outline planning submissions. The aim is to sell the land with outline planning applications in place but the ability to move to detailed quickly using the information provided to the new owner of the land should they wish to do so.

3. Under point 3.2 f. of the ITT document it requires 'Evidence that the designs meet building regulations and any other relevant requirements'. Can you please confirm if the scope of services for this commission require the appointment of a Building Regulations Principal Designer within the team?

If that is what you choose to do to achieve this requirement.

4. Under point 6.2 of the ITT, the question requires 'examples of similar projects... that have been completed'. We have interpreted this as the completion of commissions for RIBA Stage 3 for similar projects, as this is the scope of this appointment. Can you please confirm this is the case or if the examples provided are required to be built and occupied?

The aim is to provide two examples of a public realm project and two examples of a community / housing project.

10. I assume the attached is the main ITT document?

Yes, the document attached to your email is the main ITT document.

Is there a form of tender or can we submit our own document.

The tender report submission should be completed in a PDF format.

Also do you have a link to the portal, I don't seem to be able to find this?

Here is a link to the portal [Torpoint Lower Fore Street RIBA 3 Detailed Design Reports](#).

11. Can I please confirm where to find and 'opt in' for the Torpoint Lower Fore Street RIBA 3 Detailed Design Reports opportunity?

An 'opt-in' is not required.

How will you require tender submissions, is it via this email address?

Emailed tenders should be sent electronically to tender@torpointtowncouncil.gov.uk by the deadline.

12. Can you confirm whether there is any formal EOT that we have to submit please and if so via which portal or link.

As per answer above to question 11, emailed tenders should be sent electronically to tender@torpointtowncouncil.gov.uk by the deadline.

If not is all the documentation contained in this link full and complete?

As per answer above to question 10, here is the full and complete link: [Torpoint Lower Fore Street RIBA 3 Detailed Design Reports](#).

13. Can you please advise which portal we use to access the documents and submit the tender?

As per answer above to question 11, emailed tenders should be sent electronically to tender@torpointtowncouncil.gov.uk by the deadline.

14. What is the status of the design for the community centre and housing proposed by Clifton Emery's Feasibility Study? Are you expecting the Stage 3 design simply to develop this proposal, or could the design of the buildings be reconsidered?

Yes, if there is a design that could do better and meet the outcomes that the council want then this would be acceptable within the same budget. No extra funds will be provided for a re design and public engagement.

Have any pre-application discussions with the planning department taken place?

No.

Is there a reason why Clifton Emery are not taking the design forward to the next stage?

Funding for the project is being won stage by stage and thus each one requires a re: tender to conform with the procurement requirements for each funder.

It is unusual to submit an outline planning application at the end of Stage 3. The developed design of a Stage 3 report would normally be submitted for a full planning application. Can you please explain the thinking behind your approach? When do you envisage submitting a full planning application?

The land is owned by Cornwall Council and has been cleared using funding from One Public Estate Brown Field release funding. The town wishes to regenerate the lower end. As a result Cornwall Council working in partnership with Torpoint Town Council and the Town Team Project Board have worked together to provide a clear indication through the NDP, Masterplan and RIBA 2 study of what they want to achieve in the location. The aim is to take this to the point of outline planning to go alongside the sale of the land, to provide a clear indication of what is acceptable and what would get total support by all concerned should they wish to buy the land and develop it. It is true that the information would be available to move to detailed planning very quickly after purchase, however both this action and RIBA 4 enable any prospective buyer to have some 'wiggle room' should they wish to amend something.

We assume that we should bid as a full design team with the consultants that we consider are required to fulfil the task, including QS, structural and civic engineers, services engineers, landscape architects, fire consultant, access consultant etc. Could you please advise whether this is correct and also, whether the council is planning to appoint any consultants directly?

Only the Project Manager is appointed directly to ensure the project reaches the point of conclusion in the time frame and conducive with their requirements. The rest of the team has been answered previously.

Could you please advise whether any required surveys are either available or will be commissioned by the council, such as topographical survey, survey of existing building including asbestos to enable demolition, archaeology, ecology, flood risk etc?

A number of surveys are available post demolition which do include topography. No asbestos survey will be required as the previous building has already been demolished and the base grubbed up and the site is now boarded off awaiting a construction partner.

NOW COMPLETE – ALL QUESTIONS SUBMITTED BY THE DEADLINE to clerk@torpointtowncouncil.gov.uk and tender@torpointtowncouncil.gov.uk HAVE BEEN ANSWERED.

Due to an administrative error the following questions are answered beyond the deadline:

15.

1. **Examples**

4. Under point 6.2 of the ITT, the question requires 'examples of similar projects... that have been completed'. We have interpreted this as the completion of commissions for RIBA Stage 3 for similar projects, as this is the scope of this appointment. Can you please confirm this is the case or if the examples provided are required to be built and occupied?

The aim is to provide two examples of a public realm project and two examples of a community / housing project.

Can you please confirm that examples that are the delivery of RIBA Stage-3, but are not yet built, are acceptable as examples to be considered under this tender question? Yes.

Team

1. Can you please confirm the consultant and subconsultant disciplines that are required to be provided in the team for this submission? We would expect that the following are included:

- Architect,
- Landscape Architect/ designer,
- MEP/Sustainability engineer/ designer,
- Structural Engineer/ drainage consultant,
- Ecology and BNG surveyor (including inspections and BNG calculation).
- Quantity Surveyor

For parity in the tender returns, we would advise the required consultants are identified for the tender.

Yes, but consideration should be given to the site and the length of time you may require to achieve the outcome against each profession.

We strongly advise that the members of the team are defined in the tender, so that they are the same across all submitted tenders. If this is not the case the fees submitted will not be comparable. As an example we note a separate question suggesting fire consultants and access consultants are included in the team and the response to another question over whether Building Regulations Principle Designer role is required. It is not clear if these services are required to be included within the team or not. These services are significant costs, so pose risk to you if not included by the winning tenderer and they also undermine the tender process if some tenders include them but others exclude them. Please can the members of the team be made explicit to all tenders? Thank you for your concern the following have been indicated as being required. In the delivery of your bid you may choose to do differently.

Architect & Lead Designer

Planning Consultancy

Cost Consultancy

Landscape Design

Highways Consultancy

Structural Engineering

Civil Engineering

Sustainability Consultant

Above Ground Services Engineer (MEP)

Principal Designer (CDM)

Fire Engineer

Acoustic Engineer / Air Quality Standards

Secure by Design consultant