

## Shepton Mallet Town Council

### Collett Park Gateway – Tender FAQs

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#### 1. Insurance Requirements

##### 1.1 Would a commitment to upgrade to £5m insurances if appointed be acceptable at Stage 1?

No. The tender requires evidence of **£5m Professional Indemnity, £5m Employers' Liability and £5m Public Liability insurance** *as part of the Stage One submission*. Commitment to upgrade after appointment does **not** meet the requirement.

##### 1.2 Is the £5m cover required for the lead consultant only, or for each consultant?

The published requirement sits within the **lead practice's Stage One submission**. Sub-consultants must hold appropriate cover, but the **£5m requirement applies to the lead consultant**.

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#### 2. Financial Standing Requirements

##### 2.1 Is a status enquiry letter from our bank sufficient?

Yes. A status enquiry letter is a standard form of **bank reference**, which satisfies the requirement for a “letter of reference from their bank”.

##### 2.2 Would a letter from our accountant be acceptable instead of a bank reference?

No. The specification is explicit: the lead practice **must** provide a **bank** reference.

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#### 3. Professional Indemnity (PI) Level

##### 3.1 Given the project cost (<£1m), would the Council consider a reduced PI requirement?

No. The tender sets a **£5m PI requirement** for all Stage One submissions. This requirement remains unchanged.

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#### 4. Project Budget and Surveys

##### 4.1 Does the £600–£800k budget include fees and contingencies?

Yes. The tender states that the project cost **includes fees and contingencies** (but excludes VAT).

#### **4.2 Are surveys provided, or must they be procured within the project budget?**

Surveys are **not provided**. The design team must **commission the site survey(s)**, and the cost sits **within the overall project budget**.

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### **5. Team Composition and Participation**

#### **5.1 Can a consultant appear in more than one team for this tender?**

Yes. The tender places **no restriction** on a consultant participating in multiple bids, provided each team meets all submission requirements.

#### **5.2 Is a co-design approach acceptable?**

Yes. Co-design aligns strongly with the tender's expectations for:

- stakeholder engagement,
- collaboration with councillors,
- communication with the public, and
- development of social value.

It is not only acceptable but positively aligned with the project ethos.