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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*. A 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 only 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, Site Boundary 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**.

#### **4.3 Site Boundary – is the purple line in Appendix 1 accurate, and is there scope to widen the project area?**

The site boundary shown is **indicative**.

The **full extent** is the service yard **plus incursions into the park to the east**, to be tested as proposals progress.

Improvements beyond the park gateway, including to **Park Road**, would require agreement from Somerset Council. The potential for this was previously explored in the *Shepton Mallet Town Masterplan (2022)* and is referenced on p.4 of the brief.

#### **4.4 Could the site boundary be widened to incorporate more soft landscape/community planting as part of a BNG strategy?**

This will be **reviewed during the next stage** of the project.

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### **5. Engagement, Communications and Signage**

#### **5.1 Will SMTC manage all comms and PR relating to public engagement?**

Yes. SMTC will manage communications and PR linked to public engagement, as they have done to date.

#### **5.2 Signage design – what is the extent of the requirement?**

Signage/branding is expected to cover only what is **specifically required for the gateway project**, not wayfinding or branding for the **whole park** or the **entire Strawberry Line**.

#### **5.3 Should signage design be produced by the design team or the Council?**

It should form part of the **design team's scope**, so signage can be well integrated into the proposals and reinforce the project's impact.

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### **6. Ecology, Arboriculture and Park Management**

#### **6.1 Is there an existing ecological report for the park? Will one be required?**

There is **no ecological report** at present.

An ecological assessment **will be required**, and the cost must be included **within the overall project budget**.

A **2023 tree survey** by idverde exists and is currently being updated.

## 6.2 Should the team allow for an ecologist and arboriculturist?

Yes. It would be **wise** for bidders to make an allowance for both.

## 6.3 Will external hard landscaping be owned and maintained by SMTC/Collett Park Charity?

Yes. SMTC will **maintain the park** on behalf of the Charity, as they do now. This may inform design decisions for external spaces.

## 6.4 What extent of wider park interventions should be allowed for?

Only **minimal interventions** associated with the proposals centred on the **service yard** are envisaged at this stage.

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## 7. Team Composition and Participation

### 7.1 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.

### 7.2 Is a co-design approach acceptable?

Yes. Co-design aligns fully with the tender's emphasis on stakeholder engagement, public involvement, and social value outcomes.

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## 8. Construction Budget Allocation

### 8.1 What is the anticipated construction budget split between buildings and landscape works?

This will be **reviewed during the next stage**. Current expectations place primary focus on **improvements to the service yard and buildings**, with secondary consideration for landscape elements.