

Peoples Property Portfolio

Invitation to Tender

For

Architectural Services

PART 1: INSTRUCTIONS AND SPECIFICATION

Issue Date: 5th June

Tender Return Date: Monday 23rd June 12 noon

Issued by

Andrew Stratford

Capital Project Manager

Building: Bradford Resource Centre, 17-21 Chapel Street, Bradford, BD1 5DT



Background: Bradford Resource Centre (BRC), within the Little Germany Conservation Area, is grade II listed (1983, no. 1115735) for special historic or architectural interest and has a rich heritage. Originally constructed in 1832 as a Quaker School using local Spinkwell stone, timber windows and a natural slate roof, BRC was extensively altered for warehousing in the late 19th century with structural alterations including the addition of two storeys. The building was returned to community use in the 1980's jointly owned by the council and a group of progressive activists and community organisers and is currently in use as a food bank, though is underused and in need of revitalisation. The building uniquely tells a story of Bradford rooted in migration, community, and industry. There is much excitement among the Bradford arts, cultural and creative industries about its potential revitalisation.

Client background and vision: Peoples Property Portfolio (PPP) is a Community Benefit Society (CBS) dedicated to generating equitable wealth for Bradford's diverse communities, challenging the extractive private development models and absentee landlordism prevalent in our city. A People's Land Banking model benefits our community via asset appreciation and reinvestment, fostering active involvement in local change. 17-21 Chapel Street will be a creative space in Bradford City Centre including offices for several key Bradford centric

creative organisations, affordable shared workspace, artist's studios and a bookable, accessible, public-facing events space.

Client team: The nine Directors of PPP all work in other roles and are voluntary. This means that the successful tenderer will need to agree to flexible meetings where these involve a significant PPP director presence. These may occasionally include attending early morning or late afternoon to early evening meetings. The client has appointed an experienced Capital Project Manager to represent their interests and most interaction with the client will be through the PM.

Status of Project: The project is progressing through RIBA stage 2. It is a funding requirement that we seek quotations for architectural services for the remaining RIBA stages. As is usual for many projects of this nature, the timelines of different funders do not align perfectly, so the contracting process for the successful tender is likely to be staged as funding is incrementally confirmed. This is reflected in the fee proposal form Appendix B.

Architects' appointment: PPP will appoint a flexible, dynamic and responsive Architectural practice with experience working in a heritage-conservation context and with the creative and cultural sectors. The successful practice will require the involvement of a conservation registered architect if their practice is not registered in this regard. PPP expects that the Architect practice will include a sum for acting as the Principal Designer (Building regs) as part of this tender.

Design team appointments: PPP expects to directly appoint a Quantity Surveyor, Structural Engineer, and Mechanical and Electrical Services Designer. We expect that any architectural practice appointed will collaborate with this existing team. As part of your proposal, you may suggest others in which case you will need to provide details of who they are, relevant experience and costs for relevant work in Stages 3 -5.

Other Consultants: PPP has a budget set aside for consultant surveys including a Bat survey, a CCTV drainage survey and an asbestos renovation survey.

Programme Plan: The programme plan is rapid, intensive and tightly focussed. aligning the project with funder timelines and the urgent community need for the space. The current GANTT is included as part of the tender data pack.

INVITATION TO TENDER (ITT)

PART 1

INTRODUCTION

1.1.1 Peoples Property Portfolio (PPP) invites the Tenderer to submit a Tender in accordance with the terms of this ITT. It is essential to observe and comply with the following instructions in the preparation and submission of your Tender. Peoples Property Portfolio reserves the right to reject a Tender that does not fully comply with these instructions.

1.1.2 This Invitation to Tender Document (ITT) describes the process to be adopted for the appointment of the lead consultant the Architect with other consultants appointed directly by PPP as required.

1.1.3 The service will be delivered in two or three phases, partly aligned with the RIBA stages, but also in sync with funding confirmation gateways. the lead consultant will be required to undertake the following: -

Phase 1 - Take the project rapidly through RIBA Stage 3 Developed Design obtain outline planning permission. To assist the Project Manager and PPP Directors in the preparation of information for funding applications.

Phase 2 - Take the project rapidly through RIBA stage 4 Technical Design through to procurement of a main contractor and to start on site. To assist the Project Manager and PPP Directors in the preparation of information for funding applications.

Phase 3 - Take the project on to site in late 2025/ early 2026 RIBA stage 5 through to Practical Completion. To assist the Project Manager and PPP Directors in the preparation of information for reporting to funders.

1.1.4 This ITT is divided into 2 parts:

ITT Part 1: Instructions and Specification

Contains information and instructions on preparing and submitting a Tender.

Please read these instructions carefully prior to submitting your response, and raise any queries via email to ***peoplespropertyportfolio@gmail.com***

Details the Peoples Property Portfolio requirements in the Specification.

Outlines the evaluation criteria which will be used to assess Tenders. It is important that Tenderers familiarise themselves with the criteria and ensure they are considered when compiling a tender response.

ITT Part 2: Forms to be returned

Section A

Contains a pricing template, 50% of marks, for completion.

Rename this excel sheet with format Company Name – Section A Pricing

Section B

Details of how to submit your qualitative responses, 40% of marks.

Name each submission with format Company Name - Section B – “Question number”

Details of what will be required for the Interview (if applicable) 10% of marks

Should you have any queries regarding the tender documentation, please raise via email to peoplespropertyportfolio@gmail.com and stratfordac@outlook.com

List of documents included as part of this pack

20250605_PPP_ITT_Part 1_Instructions_v3_Final – pdf file

20250605 - PPP ITT Part 2 Section A Final – Excel file

20250605 - PPP ITT Part 2 Section B – Final – pdf file

17-21_Chapel_St_Feasibility_report – pdf file

17-21_Chapel_St_outline fire strategy notes – pdf file

17-21_Chapel_St_outline_fire_strategy – pdf file

17-21_Chapel_St_Outline_Specification – pdf file

17-21_Chapel_St_Stage_2_drawings_building – pdf file

17-21_Chapel_St_Key_Photos – pdf file

20250526_17-21_Chapel_St_Draft_programme_Plan_GANTT_V5

Timetable

- 1.1.5 The Tender Timetable is set out below. PPP reserves the right to amend or vary the Tender Timetable and shall notify Tenderers of such changes as soon as reasonably practicable.

Invitation for Architect tenders	Wednesday 4 th June
Site Visit options – all June 9am to 4pm	Tue 10 th , Thur 12 th , Mon 16 th
Final Questions	Tuesday 17 th 12 noon
Final Answers	Thursday 19 th 5 p.m.
Tender Return	Monday 23 rd June 12 noon
Evaluation	Monday 23 rd / Tuesday 24 th June
Interviews if required	Thursday 26 th June

Appointment	Friday 27 th June
PPP Initial Meeting	Tuesday 1 st July time TBC

2 INFORMATION AND INSTRUCTIONS ON COMPLETING AN ITT RESPONSE

Commonly Used Terms in the ITT

2.1 This section sets out terms that are used in this ITT and explains their meaning:

Applicant	Means an economic operator that applies to participate in the Tender Process (by submission of a PQQ Response)
PPP	Peoples Property Portfolio
Award Criteria	Means the award criteria set out in these documents
Connected Person	Means a legal person within the meaning given in sections 993 and 994, Income Tax Act 2007; and sections 1122 and 1123, Corporation Tax Act 2010
EIR	Means the Environmental Information Regulations 2004 as amended from time to time.
FOIA	Means the Freedom of Information Act 2000 as amended from time to time (ICO updates to guidance issued 2024 and 2025)
Issue Date	Means the date of issue of this ITT as set out on its cover
ITT	Means this invitation to tender
Notice	Means notice given in accordance with paragraph 5.6 of this ITT

PQQ	Means the pre-qualification questionnaire issued by Peoples Property Portfolio to interested parties in respect of this Contract
Procurement Rules	Means the Public Contract Regulations 2015 (as amended) and the Concession Contract Regulations 2015 (as amended) and GPA of the WTO
Tender	Means any tender submitted by a Tenderer in response to this ITT

Tender Process	Means the tender process for the Contract commencing with the advertisement of the contract on Peoples Property Portfolio's website and other relevant media and concluding with the conclusion of the Contract with the successful Applicant or notification in writing by PPP of termination of the procurement of the Contract
Tender Return Date	Means the date set out on the cover of this ITT
Tender Timetable	Means the timetable set out at paragraph 1.1.5
Tenderer(s)	Means any Applicant invited to submit a Tender
Variant	Means an offer by the Tenderer which contains any variation to the requirements

- 2.2 In this ITT the words "other", "includes", "including" and "in particular" do not limit the generality of any preceding words and any words which follow them shall not be construed as being limited in scope to the same class as the preceding words where a wider construction is possible.

3 INSTRUCTIONS FOR SUBMITTING A RESPONSE

- 3.1 Tenders must arrive no later than 12.00 noon on Monday 23rd June 2025.
- 3.2 Any Tender received after the Tender Return Date shall not be opened or considered. Peoples Property Portfolio, may, however, at its own absolute discretion extend the Tender Return Date and shall notify all Tenderers of any change.
- 3.3 All Tenders must be submitted electronically. There is a 50MB size limit per email. Please check file sizes in advance of the closing date.
- 3.4 It is the Tenderer's responsibility to ensure the appropriate person is selected as the main point of contact and that their email address is accurate. All correspondence in relation to this tender will be sent electronically to this person.

- 3.5 The Tender must include the information as set out in section 1.1.4 in this document under the heading ITT Part 2.
- 3.6 All Tenders must be in English.
- 3.7 It is the Tenderer's responsibility to ensure that all the documents listed in the Tender Documentation have been received and are complete, clear and unambiguous in all respects. Peoples Property Portfolio shall be under no obligation to seek clarification from a Tenderer after the submission of a Tender and may if appropriate, mark down or exclude a Tenderer from further consideration if the Tender is ambiguous or lacks clarity.
- 3.8 Please note that additional documentation should not be submitted unless specifically requested and this includes marketing material etc. Such unrequested documents will be disregarded. Where any specific documentation is required, it will be clearly stated within this document. Where you do include additional documentation to support an answer this should be clearly referenced in your response.
- 3.9 The submission of a Tender by a Tenderer is an offer to provide the Requirement in accordance with the terms set out in this ITT. Where the Tenderer is a consortium, the Form of Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for performance of the Contract. In the case of a partnership, the Form of Tender must be signed by either all the partners or one partner. The names of all partners and the trading name of the partnership must be included in the Tender.
- 3.10 Tenders must not be qualified and must be submitted strictly in accordance with the Tender Documentation. Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification strictly in accordance with the Tender Documentation as issued (or subsequently amended by the PPP) will be accepted for consideration. Peoples Property Portfolio's decision on whether or not a Tender is acceptable will be final and the Tenderer concerned will not be consulted. Qualified tenders will be excluded from further consideration and the Tenderer notified unless otherwise provided by law.
- 3.11 Where signatures are requested, typed entries are acceptable. Electronic signatures are not required on electronic tenders.

4 **INFORMATION ON THE ITT STAGE**

- 4.1 Peoples Property Portfolio intends to contract with the successful Tenderer on a RIBA standard form of services contract.
- 4.2 If the Tenderer intends to sub-contract the Requirements in whole or in part then it should specify precisely in its Tender which economic operator shall perform the Requirements (or parts thereof).
- 4.3 Peoples Property Portfolio proposes to hold site visits for Tenderers on the dates set out in the Tender Timetable. Tenderers are encouraged to attend.
- 4.4 Tenderers may request clarifications relating to this ITT by raising a question. The deadline for the receipt of queries or clarifications is set out in the Tender Timetable.
- 4.5 Peoples Property Portfolio will respond to clarifications as soon as practicable and will aim to respond to all by the date set out in the Tender Timetable when all queries / clarifications and associated responses will be issued to all tenderers. If a Tenderer wishes Peoples Property Portfolio to treat a clarification as confidential then this must be stated when submitting the clarification. In respect of any confidential clarification, if Peoples Property Portfolio does not wish to respond confidentially, then it will notify the Tenderer and give it the opportunity to withdraw such clarification.

5 **TENDER PROCESS CONDITIONS**

- 5.1 Peoples Property Portfolio reserves the right:
- 5.1.1 not to enter into a contract as a result of the Tender Process with any Tenderer or at all;
 - 5.1.2 at any time to vary, add to, delete, withdraw from, suspend or terminate the Tender Process, any part of the Tender Process or this ITT; and/or
 - 5.1.3 to change the date of any event occurring in or forming part of the Tender Process.

Peoples Property Portfolio may in its absolute discretion disqualify any Tenderer from further involvement in the Tender Process which:

- 5.1.4 fails to comply with any instruction, condition or requirement in the ITT;
- 5.1.5 fails to comply with any requirement of the Tender Process;
- 5.1.6 is guilty of a material misrepresentation in supplying any information requested in this document or otherwise in connection with the Tender Process;
- 5.1.7 commits a breach of any undertakings made by the Tenderer in its PQQ response;
- 5.1.8 so conducts itself as to prevent or distort genuine competition for the Contract;

- 5.1.9 if the Tenderer or any of its directors or any other person who has powers of representation, decision or control of the Tenderer is convicted of any of the offences listed in the relevant regulations of the Public Contract Regulations 2015 (as amended) and the Concession Contract Regulations 2015 (as amended) and GPA of the WTO;
- 5.1.10 if the Tenderer (or any holding company of the Tenderer) goes into receivership, administration or liquidation (other than on a bona fide restructuring of its business), becomes insolvent or enters into any composition, scheme or arrangement with its creditors or ceases or threatens to cease to carry on its business or does or threatens to do any similar or analogous act in any jurisdiction.
- 5.2 Peoples Property Portfolio shall not be liable for any costs, fees or expenses (including those of its advisors) incurred by the Tenderer in respect of participation in the Tender Process.
- 5.3 Each Tenderer is responsible for ensuring that it is fully aware of all relevant statutory, regulatory and other requirements, guidance and codes of practice concerning or relevant to the Requirements.
- 5.4 Visits to Peoples Property Portfolio's site by a Tenderer or its representatives and access to any premises on the Peoples Property Portfolio site must be made by prior arrangement with Peoples Property Portfolio via email to stratfordac@outlook.com and peoplespropertyportfolio@gmail.com
- 5.5 Any Notice to be given or served by PPP or the Tenderer to the other in accordance with this ITT shall be delivered by email.
- 5.6 The information contained in this ITT, any accompanying documents or plans, or any information which has or may subsequently be made available to any Tenderer or their advisors, in whatever media is given in good faith, but no warranty is given by Peoples Property Portfolio or its employees or advisers as to its completeness, matters of fact or its accuracy.
- 5.7 Tenderers shall satisfy themselves as to all matters of fact and measurements from their own surveys, inspections and investigations. Tenderers must obtain for themselves and at their own expense any and all information required for any submissions they may make as part of the Tender Process. Peoples Property Portfolio will endeavour to make available reasonable information that is in the possession of Peoples Property Portfolio, to facilitate the submission of Tenders. Any information supplied by Peoples Property Portfolio in connection with the ITT shall be treated as confidential, except insofar as is necessary for the preparation of the Tender.

6 **ACCEPTANCE PERIOD**

- 6.1 The Tender will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the tender closing date. Peoples Property Portfolio may accept the Tender at any time within this prescribed period. Peoples Property Portfolio shall, however, not be bound to accept the lowest or any Tender.
- 6.2 If Peoples Property Portfolio has not accepted the Tender within the specified period then the Tender shall remain in force without variation, but the Tenderer may at any time thereafter give notice in writing ("a Notice") to Peoples Property Portfolio to accept the same.
- 6.2.1 Delivery of a Notice must be made by email to: peoplespropertyportfolio@gmail.com and stratfordac@outlook.com
- 6.3 Upon service of a Notice Peoples Property Portfolio shall have 7 days within which to accept the Tender (not including the day of service) or the Tender will be deemed to have been withdrawn.

7 **CONFIDENTIALITY**

- 7.1 This ITT and associated information is confidential and shall not be disclosed to any third party without the prior written consent of Peoples Property Portfolio. Copyright in this ITT is vested in Peoples Property Portfolio and may not be reproduced, copied or stored on any medium without PPP's prior written consent.
- 7.2 The Tenderer shall not undertake, cause or permit to be undertaken at any time any publicity in respect of this Tender Process in any media without the prior written consent of Peoples Property Portfolio.
- 7.3 Subject to Peoples Property Portfolio disclosure policy set out at paragraph 5.4 to 5.6 below, Peoples Property Portfolio shall protect any confidential information provided by the Tenderer in its response to the ITT to the same standard as Peoples Property Portfolio protects its own confidential information, provided that:
- 7.3.1 the information or document is clearly marked as "CONFIDENTIAL"; and
- 7.3.2 the Tenderer has separately attached a brief statement of reasons, setting out what harm may result from disclosure and the time period applicable to the sensitivity; and
- 7.3.3 the information is:
- 7.3.3.1 secret, substantial and identifiable; and

7.3.3.2 not in the public domain.

7.4 Peoples Property Portfolio may disclose the Tenderer's confidential information to its professional advisers or if it is required to do so:

7.4.1 by a Court or regulatory body; or

7.4.2 pursuant to a request under the FOIA or the EIR.

7.5 Peoples Property Portfolio is committed to open government and meeting its legal responsibilities under FOIA and the EIR. Any information created by or submitted to Peoples Property Portfolio in relation to this ITT and the Tender Process (including any confidential information) may need to be disclosed by the PPP in response to a Request for Information (as defined in section 8 of FOIA).

7.6 In making any submission in relation to this ITT and the Tender Process, each Tenderer (and each Connected Person) acknowledges and accepts that the information contained therein may be disclosed under FOIA or EIR without consulting the Tenderer, or following consultation with the Tenderer and having considered its views.

8 SPECIFICATION

PROJECT BRIEF

BUDGET

The construction budget is currently estimated as £641,333 (excluding VAT). There is a client held contingency of 66,600 + VAT in addition to this. The full project cost is estimated as £1.1 million which includes approximately £36k in Feasibility, planning, legal and in-year operational costs, £20K operational FF&E; 145K in professional fees and management costs and £163k of irrecoverable VAT. The budget is lean, and it is vital that the successful tenderer keeps within these parameters. The funding of the project will come from several sources, with the two most significant sums coming from Bradford Culture Company (National Lottery Heritage Funding) and Historic England Heritage at Risk fund. Other funders include the Architectural Heritage Fund, Npower and the Coop

If the project is delayed or terminated because sufficient funding has not been raised, PPP will not accept liability for loss of business or profit.

PROGRAMME

The key milestones for the Design Team appointment are as set out in the Tender Timetable. Upon appointment the initial focus of the Design Team will be to prepare a planning application and address any immediate requirements for the Historic England Heritage at Risk funding application

Key milestones for the project:-

- i) NLHF and HE funding decisions early to mid-July 2025
- ii) Vacant Possession and full title to the property by 1st September 2025

A copy of the Outline Project Programme is contained in Appendix C

PROCUREMENT

- The Building Contract will most likely be a Hybrid of a traditional and Design and Build contract due to the tight timelines.
- The chosen Architect will become an integral part of the Client Team and be requested to take part in the process of Contractor Selection.

SERVICES

Introduction

The form of appointment for the Lead Consultant is to be the RIBA Standard Conditions of Appointment for an Architect. The role of the Architect will be as the Lead Consultant and will need to include performance of the specified services listed below within each of the remaining RIBA stages.

RIBA Stage 3 – Spatial Coordination

Objective: Develop the RIBA 2 architectural concept into a coordinated design, incorporating input from other consultants and aligning with client requirements, regulatory standards, and budget.

Architect's Responsibilities:

- Finalise spatial coordination of the design.
- Coordinate inputs from structural, M&E, and Fire Engineer
- Refine sustainability and environmental strategies
- Develop detailed plans, sections, elevations, and key details
- Support the client and PM in cost planning and value engineering
- Prepare Stage 3 submission for client sign-off.
- Submit for Planning Approval
- Negotiate to omit pre-start conditions with Planning authority

Deliverables:

- Coordinated general arrangement drawings (plans, sections, elevations).
- Room data sheets (to assist the client in negotiations with potential tenants)
- Refined existing Stage 2 outline specification as far as practicable.
- Updated cost plan in conjunction with PM and/or Quantity Surveyor.
- Assist client with an updated risk register.
- Planning discharge documentation (if needed).

RIBA Stage 4 – Technical Design

Objective: Produce all architectural information required for construction tender (which may include some design and build elements) including integration of all building systems and components.

Architect's Responsibilities:

- Prepare comprehensive technical information (working drawings, schedules, and specifications).
- Coordinate all disciplines' technical design and ensure integration.
- Respond to Building Regulations and other statutory requirements.
- Support contractor tender or negotiation process.
- Review and incorporate supplier design and specialist input.

Deliverables:

- Fully coordinated construction drawings.
- Technical specifications and schedules
- Building Regulations submission (if applicable).
- Information packages for tender or contractor pricing
- Finalised room data sheets.
- Updated cost and programme information
- CDM (Construction Design and Management) documentation support.

RIBA Stages 5 and 6 – Construction, Handover, Close out.

Objective: Administer the contract, inspect construction works, and ensure that the building is delivered in accordance with design, quality, and statutory requirements.

Architect's Responsibilities

- Conduct site inspections and monitor progress against drawings/specifications.
- Issue Architect's Instructions (AI), respond to RFIs. (dependent on how the project is managed on site and to be explored further with the client and PM)
- Attend regular site and progress meetings.
- Support the PM to certify interim valuations, variations, and practical completion.
- Support the PM to Maintain quality control and compliance with contract documents.
- Support with Building Control sign-off and warranty inspections.

Deliverables:

- Construction progress reports.
- Site visit records and photographs.
- Response logs (RFIs, instructions, queries).
- Contract administration documentation (Certificates, Instructions, Reports).
- Practical Completion Certificate and Snagging list.
- As-built information (reviewed and validated).
- Handover documentation support.

General Services

1. Undertake all necessary familiarisation of the information produced to date.
2. Identify and assist the PM to provide a brief for any further research surveys or investigations that may be required.
3. Attend occasional Funders/Stakeholders meetings (not anticipated to be onerous)
4. Provide all Architectural services in accordance with the requirements of the RIBA Standard Conditions of Appointment for an Architect.
5. Work with the PM on the Project Execution Plan, the key requirements being, but not limited to the following:-
 - Attend monthly (approx.) project team meetings
 - Attend monthly (approx.) design team meetings
 - Prepare a brief monthly progress report
 - Attend risk and value engineering workshops, as required and assist the PM and designated PPP director to update the master risk register on a monthly basis for the risks arising out of the design process
 - Work with the PM to agree an appropriate change control system
 - Provide documentation in a format as directed by the PM in a manner that enables funders' external stakeholders (with a non-technical background) to understand the cost, programme or design information, especially key changes
6. The Consultant will be required to provide design drawings for the relevant contractors to price. No design elements shall be left to the contractor to design or detail, without prior agreement from the Project Manager. However, it is anticipated that due to the compressed timelines there will be an element of design and build from some of the contractors.

Programming

1. In conjunction with the Project Manager and the other members of the Design Team, contribute to the preparation and maintaining of a master programme from concept to completion, recording principal activities and identifying critical dates.
2. In conjunction with the Project Manager and the other members of the Design Team, contribute to the preparation of a detailed co-ordinated programme for the production of the design information for the tendering process for the Contractor.
3. Assist the Project Manager in agreeing a detailed co-ordinated programme for the works with the Contractor.
4. Assist the Project Manager with monitoring the programmes of work with the individual Consultants, Contractor and Specialists. Take appropriate action as necessary.

Financial Management

1. In conjunction with the Project Manager, monitor costs associated with the project.
2. Provide cost advice as necessary to assist the Client in all discussion with third parties.
3. As necessary assist the PM/QS to revise the cost plan following value engineering exercises.

4. Assist with the change control process, including keeping a record of change control forms.

Statutory Approvals

1. Provide cost information to the PM for the purposes of consultation and liaison with planning authorities, Historic England, building control authorities, fire authorities, environmental authorities, licensing authorities et al.
2. Assist the PM in making and negotiating with statutory undertakers all approvals, agreements, leases and consents necessary for the installation, removal and/or relocation of their services and for the provision of supplies.

Tendering Process Contracts

1. Working with the QS and PM as a team advise on proposed methods of procurement, tender procedure, selection of Tenderers, means of appointment, form and conditions of contract and content of tender documentation for the main contract. Agree and document the basis on which evaluation and final appointment of the contractor will be based.
2. With the Project Manager and QS advise the Client on the form of Building Contract.
3. Attendance at interview of tenderers for main contract if requested by client
4. Assistance to analyse the tenders and programme received in collaboration with the PM and report to the Client with recommendation for acceptance.
5. Work closely with the PM to assemble and send out tender documentation.
6. If tenders are received which are in excess of the cost plan work closely with the Client and Project Manager to find a way to proceed through phasing, VE or other means.
7. Assist the Project Manager where appropriate for the unsuccessful tenderers to be notified.

Completion Report

Assist the Project Manager in preparing a summary completion report on completion of the project, to include:-

1. a comparison between the final costs and the individual sections of the approved Cost Plan, with explanations of any discrepancies
2. A comparison of programmed dates against actual dates achieved with reasons for any failures to meet programmed dates
3. Any lessons obtained from the project which could be applied to future schemes
4. The performance of the Contractor, Sub-Contractors and Specialists

Services in connection with Civil and Structural Engineering and with Mechanical and Electrical Engineering

1. Work with the Civil and Structural Engineers to produce specification and detailed drawings.
2. Work with the Mechanical and Electrical Services engineers to produce specification and detailed drawings.
3. Ensure that the requirements of M&E considered from the outset of the detailed design and incorporated into the Civil and Structural Services proposals and vice versa
4. Review and comment on preliminary “for comment” issues of drawings and specifications
5. Report site inspections to the Project Manager and advise on any remedial measures.
6. To liaise and incorporate the designs of any specialist sub-consultants into the Detailed Design.
7. Assist the Quantity Surveyor with financial related issues where these relate to services matters.

Services in connection with Quantity Surveying and the working cost plan.

It is envisaged that the PM will take on most of the QS role on this scale of project. The Architect will support the PM in this respect as required.

Appointment

At the end of Phase 1 (RIBA 3) a break clause is likely to take effect and the lead consultant may briefly be asked to stand down during the funder assessment period. However the lead consultant should be available to answer funder queries or funder site visits as necessary. Re-appointment to continue with at RIBA Stage 4 will be funding award confirmation pending.

9 EVALUATION AND CONTRACT AWARD

9.1

Peoples Property Portfolio will award the Contract based on the award criteria of the Most Economically Advantageous Tender (MEAT) from the point of view of PPP. The evaluation criteria (and relative weightings) that PPP will use to determine the most economically advantageous Tender are set out below:

Submission	Weighting
Approach (See below and Part 2 Section B)	40%
Price (See Part 2 Section A, Excel Sheet)	50%
Interview (See Below)	10%
TOTAL	100%

Interview

Interviews (if required) will take place on Thursday 26th June in Bradford location tbc.

Please note that if you are over 10% away from the highest scoring Tenderer after the written submission you will not be invited to interview. Our view is that as you will not be able to mathematically win the contract in this situation it would be a waste of Peoples Property Portfolio and Tenderers times to require you to interview.

The final format and agenda for the interviews will be provided with the invitation to attend, but it is envisaged that the format will comprise:

- A twenty minute presentation.
- A twenty minute question and answer session, this will consider the presentation, the written quality submission and any other issues considered relevant by the interviewing panel.

The interview panel will consist of Rosie Freeman - PPP Chair; Harry Jelley – PPP Co-Founder; Andrew Stratford – Project Manager plus up to three other PPP directors.

The qualitative at ITT will be scored as follows:

Weighting	Criteria for awarding score
10%	Project Team CV's
30%	Response to Brief (two Questions 15% each)
10%	Interview

Important Note: Tenderers must not assume members of the evaluation panel have any prior knowledge of their organisation. The assessment will be made on the written response provided.

9.2 Feedback on their tender will be available for successful and unsuccessful Tenderers. As a minimum, feedback will comprise of:

Successful Tenderer

- Score achieved for the price element of the evaluation
- Score achieved for the quality element of the evaluation

Unsuccessful Tenderer

- Score achieved for the price element of the evaluation
- Score achieved for the quality element of the evaluation
- Name of successful Tenderer
- Score achieved by successful Tenderer for the price element of the evaluation
- Score achieved by successful Tenderer for the quality element of the evaluation.