

DEVIZES ASSIZE COURT TRUST INVITATION TO TENDER		CLARIFICATION LOG
		Version 2 17/10/2019
		Clarification deadline 22/10/2019
		Clarification responses by 28/10/2019
Question		
Q1	Please confirm how many can attend the site visit?	
A1	We have asked that not more than 3 should attend and would appreciate names in advance.	
Q2	Please advise how many have been invited to tender.	
A2	10	
Q3	<p>Can you please advise if a measured survey has been completed of the building and if so, would it be possible to receive a copy in DWG format?</p> <p>Regarding research on the history of the building could you provide us with any information the Trust has previously discovered in this connection, i.e. archive drawings, paintings, historic photographs, site plans, maps and any other pertinent information?</p>	
A3	<p>The only measured survey that we have is a 1988 1:100 paper copy provided to the Trust by Vernon Gibbs Architect who at the time was working for a private client. Vernon Gibbs has retired and DACT does have his permission to use the survey. The survey appears to be accurate at the time it was undertaken but will need to be checked. You should have received a copy by post (sent 11 10 2019).</p> <p>In February 2019 the Trust commissioned a drone survey of the roof from The Downland Partnership Limited of Devizes. (Digital survey specialists) This was to provide us with a visual appraisal of the condition of the roof so that we could target the urgent works (which are now nearing completion). No other digital work has yet been undertaken.</p> <p>We do have limited information on the history of the building as is included as Appendix 1 of the Brief: <i>Historical Importance – Statement of Significance</i> and is also on the DACT website - https://devizesassizecourt.org.uk/history A selection of 2018 photographs is also on the website.</p> <p>Recent investigations have provided us with additional external photographs some dating from the 1960's but these need to be filed and documented to be accessible. The only archive drawing that we have so far located is the County Architects' Plan dated 1934 which is illustrated on page 15 of the Brief.</p> <p>Investigations at the Wiltshire and Swindon Record Office in Chippenham reveal very limited information on the building. This is also being put together to make it accessible but is not yet done.</p>	
Q4	<p>The tender docs seem to suggest a start date of 20th March 2020 but I cannot see any other programme information – is this available?</p> <p>Your stated budget of £5.8 million is inclusive of fees etc. – can you advise on any estimated construction budget for the project?</p> <p>We have not seen any prescribed scope of service or draft form of contract – is this available?</p> <p>Are you able to confirm the number of teams shortlisted to this stage?</p>	

A4	<p>At this stage the Trust has not set out a detailed programme. It is evident that this project will take time (some years) to deliver. DACT would expect at the outset to discuss and agree a first phase programme with the Design Team and to determine the longer-term programme taking into account the problems and opportunities that emerge.</p> <p>We have to apologise for an error in Volume1 regarding the £5.8 quoted. It should read £5.8m <u>excluding</u> fees. This was rounded up in the introduction to Schedule 2 to £6m + fees + fitting out and + VAT.</p> <p>The £8m given in Schedule 2 part 11 is based on the £6m above and is budgeted to cover build costs, fitting out and fees but excluding VAT.</p> <p>The scope of service is based on the RIBA Plan of Work as outlined in Volume 1 <i>Information Conditions of Tender</i>. The form of contract to be the RIBA Professional Services Contract 2018 – Architectural Services</p>
Q5	<p>1/ In line with the guidance provided in 3.1.6 and 3.1.7 of the Procurement Procedure, I would be grateful if you could confirm how many applicants have been invited to tender and on what basis?</p> <p>2/ Please could you give an indication of what is required with respect to the design proposal element of the tender in terms of quantity and media type (eg drawings, models etc). It would be very helpful to have an idea of your expectations in order for us to tender competitively.</p> <p>3/ Please could you confirm the estimated construction costs and overall project cost. Schedule 1 gives a figure of £5.8M for construction including fees, whereas Schedule 2 Introduction mentions £6M plus fees (and an £8M overall project value including fees is given in part 11.)</p> <p>4/ You have planning and listed building applications programmed for the end of Stage 2, ie Concept Design, where it would normally take place at the end of Developed Design, ie Stage 3. Is this referring to outline rather than full planning? Please could you clarify the requirements/expectation.</p>
A5	<p>1 The ten applicants invited to tender passed all “Pass” questions in the SQ and were assessed as “excellent as outlined in 3.1.6 and 3.1.7 of the Procurement Procedure. It was therefore decided that all would be invited to tender.</p> <p>2 The main consideration for the Trust will be to understand your approach to undertaking the project, the conservation of the Court building, its conversion to the new use, and extension and external works. The Trust is looking to turn several decades of blight into a scheme that provides a lasting benefit to the town and once again makes a positive contribution to the local environment. Becoming a new destination for Devizes in the emerging Wharf regeneration scheme will be integral to success.</p> <p>DACT was established in 2018 specifically to undertake the rescue of the Assize Courts and so will need to appoint an experienced team. We are not expecting to receive a design for the project because we see this evolving from a full understanding of all physical and economic issues. The Trust would look for you to explain how you would approach the task of securing the vision for the new Museum. The Trust has no preconceived ideas on presentation and you are welcome to illustrate your design approach if you think this will better explain your proposed method of working.</p> <p>3 Please see the answer to question 4 above</p>

	<p>4</p> <p>DACT recognises that putting together a viable and acceptable project will require consultation with the community and statutory bodies and has therefore determined that the planning and listed building applications should be submitted at the end of stage 2. Achieving consent is also seen as beneficial in terms of project funding.</p> <p><i>(See also this extract from the RIBA Plan of Work information “Full planning application services are listed under the Architect/Consultant’s services in stage 3 of the Services, as this is the anticipated norm for a standard project. However, for certain projects a full planning application may be submitted at the end of stage 2”.</i></p> <p>DACT sees the need to ensure that all planning considerations are resolved early in the process particularly as full consultation with Wiltshire Council and Historic England will be required as the scheme design is developed. The reference above to Stage 2 is taken from the RIBA Standard Professional Services Contract 2018 – Architectural Services.</p> <p>Because the building is listed grade II* the local planning authority and Historic England will require full applications.</p>
Q6	<p>For the quality criteria questions- i.e. Design Team, Understanding of the Brief, etc. you don’t appear to have set a word or page limit. Can I confirm there are no limits we need to adhere to?</p> <p>Are we able to provide the quality criteria answers in our own format as long as the questions are clearly labelled?</p>
A6	<p>We are looking for you to submit your response in a way that you think best demonstrates your capability, capacity and experience to perform the contract as outlined in the Brief and deliver a notable project. .We have not imposed a page/word limit but please make your response concise and in particular address the issues outlined in the documents.</p> <p>Because we are looking for evidence that those submitting a tender have all the skills needed to deliver a high quality project we are willing to accept such information in your own format which will be seen as providing further information on your design approach.</p>