

STORM TOWER, COMPASS POINT, BUDE
RELOCATION OF THE GRADE II COASTAL LANDMARK
TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES



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STORM TOWER, COMPASS POINT, BUDE

TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES

1. OVERVIEW

The Storm Tower stands in Efford Down on a headland that became known as Compass Point. It is a Grade II listed stone structure originally built as a coastal refuge and lookout in 1835. It has served an important role for the coastguard as a vantage point and signalling post for shipping using the canal entrance as well as being a prominent heritage landmark for the town of Bude.

In the past it has been moved once before because of coastal erosion and this is the current threat now. The cliff edge is at its closest some 6m away.

Bude & Stratton Town Council and Cornwall Council are working in partnership to save the Storm Tower. A feasibility study was undertaken in 2020 that explored the rescue options and their heritage impact. The most economical and favoured scheme chosen for careful dismantling, rebuilding at a location some 100m away and using this opportunity to carry out repairs and adapt the structure in some aspects, such as changing the roofing material and correcting the incorrect orientation when it was moved around a century ago.

There are a number of constraints to the scheme. These include its setting within a SSSI and SAC area, the relative remoteness from highway access, working in a challenging environment and strong heritage and archaeological ambitions.

BSTC have launched a funding campaign which was kick-started by a hugely successful local crowd-funding event that has raised circa £60k. BSTC have been successful with their Expression of Interest to submit an application for funding to the National Lottery Heritage Fund.

BSTC are now assembling their professional team to lead the reconstruction programme through planning & listed building consent, main contractor procurement and contract supervision.

This commission is for a Design Team with conservation experience including an Architect, Structural Engineer and Principal Designer.



2. THE PROJECT

2.1 The Client Team

BSTC will be the Client for the commission:-

Bude-Stratton Town Council
The Parkhouse Centre
Ergue-Gaberic Way
Bude, Cornwall, EX23 8LD
Email: office@bude-stratton.gov.uk

The appended organogram illustrates the core Project Team and wider stakeholders. The point of contact for this tender is the Project Officer Francesca Churchill-Zerilli fc-Zerilli@bude-stratton.gov.uk

BSTC have appointed consultant Project Manager Trevor Humphreys MRICS to support the Project Team.

2.2 Aims & Objectives – Key Challenges

The key aim and objective is to rescue this heritage landmark for future generations before coastal erosion takes hold. The Project Team have been investigating some of these challenges and they can be described as follows:-

- a) The approach to the site - involves several ownership and legal agreements / consultations including the local church, the private road Church Path and site access across Compass Point.
- b) Ecology - Efford Down is both SSSI and SAC containing coastal grasslands. A Preliminary Ecological Appraisal has been carried out (appended) and discussions are ongoing with Natural England.
- c) Safety – working in an exposed and challenging environment.
- d) The new location - an initial ground investigation report (appended) has been completed which has proposed the preferred new location for the rebuilding. The correct orientation of the repositioned landmark will be vital.
- e) Planning and Listed Building Consent - the repositioned tower will be subject to a detailed methodology and will also require relisting.
- f) Rebuilding as existing - achieving a close representation of the existing tower for the key elements by establishing an agreed methodology based on the Historic Building Record that is currently underway.
- g) Archaeology – compliance and coordination with the future written scheme of investigation.
- h) Community engagement – a programme is being designed by BSTC as part of the application to the National Lottery Heritage Fund and it is likely that we will embed a level of community engagement, activities, apprenticeships and participation in the scheme, recognising also the successful local crowd funding.
- i) Funding - the project is dependent on a successful single stage application for grant aid through the National Lottery Heritage Fund scheme.

STORM TOWER, COMPASS POINT, BUDE

TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES

2.3 Methodology for the Works

Discussions with the LPA and Conservation Officer have taken place and the following principles will apply:-

- Obtain advice from archaeologists with regard to recording and archaeological attendance during dismantling and rebuild
- Orientation to a set direction (currently incorrect at 15° off an E/W orientation)
- Dressed stone elements replaced exactly
- External infill to match as a fair representation
- Internal infill discussion ongoing where there is historical graffiti
- Replacement stones in infill areas from approved source
- Replacement of existing concrete roof with alternative materials such as slate or metal to approval
- Replacement of existing modern paving with local natural material that is accessible to be approved
- Improved accessibility on to paving and tower interior (currently accessed via steps)
- Discrete solar power potential for interpretation and wi fi boost.
- Salvaging barometer/ telephone in reconstruction

2.4 Timescale

An indicative programme for the study to be undertaken in one single period is:-

Tender Advertised	4 th June 2021
Tender Return	12.00 noon Tuesday 22 nd June 2021
Tender shortlist approval (by BSTC)	1 st July 2021
Interview(s)	w/c 5 th July 2021
Award	w/c 5 th July 2021
Start Up Meeting	w/c 12 th July 2021
RIBA 3 Planning / LBC submission	Target early October 2021
RIBA 4 to Tender	Target December 2021 (concurrent with LPA appraisal)
Tender Main Contractor	Target January 2022
Site Start	Target March 2022
Practical Completion	Late Summer 2022

The above timetable will be adjusted following discussion with the selected Team.

3. THE COMMISSION

3.1 General Objectives

In general the Consultants will be expected to:-

- Provide Client support for reporting and liaison with the stake holders and principal funders.
- Carry out the roles and responsibilities in a proactive, positive and creative manner.
- Provide the Client with impartial advice ~ tell them what they need to know in good time.
- Provide leadership and assist the Client with key decision making.
- Support ongoing consultations and engagement with the community.
- Provide support for the Quantity Surveyor to prepare cost estimates.
- Contribute to programming and project risk assessments.
- Provide design risk and hazard assessments.
- Undertake compliance with CDM Regulations

The Project Team meet regularly and given the programme's time constraints there are concise weekly updates (by video) at which the Design Lead will be expected to attend the majority of where appropriate in the pre – contract period. During construction the expectation is that there will be weekly visits by the Contract Administrator with each 4th week being a formal progress review.

The preferred formats for the Client's electronic document copies are:

- Reports: MS Word (.docx) or MS Excel (.xlsx) or Portable Document file (.pdf)
- Programmes: MS Project (.mpp) and PDF.

3.2 The Team

The professional team for this tender will comprise:-

- Architect
- Principal Designer
- Structural Engineer
- Other added value expertise as appropriate

We propose that there is a single appointment of the team which would include the above professional team members.

BSTC will appoint a Quantity Surveyor separately.

Cormac are providing site investigation support.

CAU are providing archaeological support.

STORM TOWER, COMPASS POINT, BUDE

TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES

3.3 Scope of Service

In addition to the General Objectives the Commission falls into 3 parts including the following project specific points:-

Part One – Gaining statutory Approvals – RIBA 3

- a) Review of all documents, inspection of the site and access, discussion with Project Team to discuss initial thoughts, strengths and weaknesses and a review of the methodology, roles, responsibilities and timetable.
- b) Condition survey for repairs and replacements in rebuild.
- c) Agreement with LPA and Conservation Officer on key matters including methodology for the reconstruction including working with the archaeology team.
- d) Sourcing stone for replacements.
- e) Outline foundation design.
- f) Design options highlighted for the roof, feature “windows” and paving.
- g) Implement proposals for orientation and relocating the flag mast and practice post.
- h) Prepare a Statement of Significance and Heritage Impact Assessment.
- i) Prepare drawings of plans and elevations of existing and proposed works suitably annotated (note survey in dwg format is available as appended).
- j) Schedule of proposed works and key materials.
- k) Presentation of proposals to Council.
- l) Submission to LPA on behalf of BSTC.

Part Two – Detailed Design to Tender – RIBA 4

- a) Detailed design leading to Building Regulations submission.
- b) Preparation of tender drawings and specifications (preferably NBS or equivalent).
- c) Preparation of Construction Phase Information.
- d) Preparation of F10 on behalf of BSTC.
- e) Contribution to tender appraisal including contractor shortlisting, methodology and safety appraisal and final interview

Part Three – Construction & Post Completion

- a) Preconstruction coordination.
- b) Contract Administration duties assuming a suitable JCT form of contract.
- c) Completion hand over.
- d) Management of defects period.
- e) Contribution to project evaluation.

4. THE TENDER

4.1 Conditions of Tender

Tenderers are asked to confirm that they intend to bid by sending an email to fc-Zerilli@bude-stratton.gov.uk at the earliest opportunity.

If any points in the tender documents are considered unclear, please address your queries by email to the same address. Your query will be responded to, but it shall not be construed in a way that adds to, modifies or takes away from the meaning and intent of the contract and/or the obligations and liabilities of the contract unless expressly instructed. Requests for clarification should be submitted by email with sufficient time to allow a response before the final date for submission of Tenders. All such queries resulting in a material change will be shared with all tenderers.

If you have expressed an interest in tendering but then decide not submit, please notify us by email and if possible say why you are withdrawing.

The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

We will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. We do not bind our self to accept any of the tenders as a result of the tendering process.

Tenderers are required to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

We may wish to publicly quote the successful contractor/supplier and tenderers are requested to confirm that the Client may (at the Client's own discretion) do so without restriction.

The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Client and the tenderer. We reserve the right to award all, part or none of the contract.

The individual Parts of the commission will be instructed separately and we do not guarantee that all parts will be completed. Parts Two and Three are subject to funding being in place.

Shortlisted tenderers will be required to sign a certificate of non-collusion.

4.2 Site Visits

The site is freely accessible to the public.

You will be deemed to have visited site and ascertained the full scope and nature of commission with your tender.

STORM TOWER, COMPASS POINT, BUDE

TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES

4.3 Submission

BSTC undertakes selection procedures which are open, fair, efficient, economical to implement, and which achieve best value for both the consultants and the Client. All tenders received will be considered based on the information they have submitted in their tender.

Tenders should be submitted to BSTC by email to Vicky Yaxley vyaxley@bude-stratton.gov.uk by no later than the deadline set in section 2.4 above.

The subject line should read 'Tender Submission for Design Team Services – Storm Tower, Compass Point, Bude'.

Tenders received after this deadline will not be considered.

4.4 Team Qualities

Suitable candidates will have the following qualities:-

- Led by a professional or practice registered with either RIBA/RICS/ACE.
- A Project Lead who is an experienced Architect / Surveyor / Engineer with recognised conservation qualification or accreditation e.g. AABC, RICS Accredited, RIBA CA/SCA.
- A proven track record of past experience of working with listed heritage buildings.
- Worked with local council or trusts on grant aided projects.
- Experience of working with Historic England and Conservation Officer.
- Understanding of NLHF projects and the current criteria for funding.
- Experience of working within sensitive landscaped sites.
- Knowledgeable of both local and traditional materials and forms of construction.
- Knowledgeable of the local market – builders, sub-contractors and suppliers in traditional construction.
- Can demonstrate team leadership qualities.
- Can demonstrate good communication skills.

Organisational capacity to deliver this project within the required timescale will be a factor.

STORM TOWER, COMPASS POINT, BUDE

TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES

4.5 Assessment

The assessment will seek to identify the best value offer and will take into account cost, quality of team, their interaction on the day of the site visit and their method statement.

The tenders will be assessed on the overall price, staff rates, the skills and experience of the design team and an understanding of the brief.

PLEASE ENSURE THE FORM OF TENDER ADHERES TO THE FORMAT GIVEN BELOW [INCLUDING PAGE LIMITS] AS VARIATIONS OR ADDITIONAL PAGES WILL NOT BE ASSESSED.

Introduction

Give an introduction to your team providing company background experience and why you think that your team would make an ideal candidate for the project.

This section should comprise no more than 2 sides of A4

This will contribute to a maximum of 15% of the tender assessment score

Section 1

Give examples [2 each for architect and engineer] of projects that have been successfully undertaken in the last 5 years that are of a similar scale to this commission.

The project example should identify key dates, value and highlight the relevance of this example to this project.

This section should comprise no more than 1 side of A4 per project.

This section will contribute to a maximum of 20% of the tender assessment score.

Section 2

Provide CV's for each key team member to work on the project (maximum 2 per profession).

This section should comprise no more than 1 side of A4 for each CV.

This section will contribute to a maximum of 20% of the tender assessment score.

Section 3

Provide a method statement setting out your approach to the project, your local knowledge of contracting in the area and the key issues that you will focus on to ensure delivery. Set out a draft programme to illustrate the key stages and identify important actions in this process.

This section should be no more than 3 sides A4

This section will contribute to a maximum of 20% of the tender assessment score.

Section 4

Provide a fixed lump sum price for each Part of the commission identifying cost by profession. Include for all fees and disbursement but exclude VAT.

Provide daily and hourly staff rates for use in variations. (Please note these will form part of our cost appraisal of your bid with each being used with provisional hours).

This section will contribute to a maximum of 25% of the tender assessment score.

STORM TOWER, COMPASS POINT, BUDE

TENDER BRIEF FOR DESIGN AND CONTRACT ADMINISTRATION SERVICES

Section 5

Provide details of two referees who the client may contact prior to appointment.

Professional Indemnity Insurance

Provide verification of insurances.

Appraisal

A panel will individually appraise all tenders and utilise the following scoring chart to assist their view. Each will be assessed on a 1 to 10 basis equally and the respective scores averaged between the panel members to arrive at a consensus view. The summation of scores will account for the quality ratio.

Scoring Matrix for Technical and Quality Criteria		
Score	Judgement	Interpretation
10 – 9	Excellent	Excellent response in all or most areas which exceeds expectations and with no areas of shortcoming.
8 – 7	Good	Above average response that meets the required standard with no shortcomings and exceeds expectations in a minority of areas.
6 – 5	Acceptable	Response meets the required standard in most aspects. There are some minor shortcomings.
4 – 3	Reservations	Fails to meet the standards in most aspects but meets some. Limited information only partly addresses the question.
2 -1	Serious Reservations	Very poor response which has several serious shortcomings and is considered unacceptable

Cost - The evaluation of the commercial bid will be by recording the lowest price submitted by any of the Tenderers, then for each Tenderer, dividing this lowest price by the Tenderers' price and then multiplying it by the allocated weighting of 60%. The equation set out below explains this in a simpler way:

$$(\text{Lowest Price} \div \text{Tenderer's price}) \times \text{Weighting} = \text{Score}$$

The panel will then form a consensus shortlist recommendation to the Council.

Interview

Short listed tenderers will be requested to attend an interview with the Client to answer questions regarding their tender and the appraisal will take this into account.

Appointment

The appointed candidate will receive written instruction to proceed. The appointment will be formally ratified using a standard RIBA/RICS/ACE form. Allow for drafting for approval. The appointment will include break points to allow for external approvals for planning / listed building consent and funding.

Documents Appended

Project Organogram	Preliminary Ecological Appraisal
Ground Investigation report	Site survey topographic plan and elevations (in pdf)
Heritage Impact Statement	Photographic Record of Existing Site