



MIDDLETON HALL

& GARDENS

ADDITIONAL INFORMATION updated 15th October 2018

Specification for Architectural Design Team Services

- 1. I note that you are intending for the Quantity Surveyor to be a subconsultant to the Architect. Might we be able to submit a Quantity Surveyor proposal separately?**

Response: The Quantity Surveyor is to be a sub-consultant to the Architect for the purposes of the work defined by the Architectural Design Team Services specification, which takes the design to concept stage (RIBA Stage 2). Any possible changes to the composition of the Design Team will be considered once that phase of work has been completed, prior to appointments being confirmed for subsequent design stages.

- 2. Would there be an opportunity to visit the hall and gardens and meet to discuss the project before preparing our tender proposal?**

Response: Site visits are not essential and do not form part of the tender evaluation process but can be made if required, in which case please arrange a convenient date and time with Joanna Habart.

- 3. Section 3 of the brief makes no mention of a Highways Engineer and sub-item 3 suggests that the Master-planning Consultant will provide the Traffic Impact Assessment. However Section 5 refers to this consultant under item g: fee scale percentages. Please can you clarify how and by whom Highways advice is to be inputted into the master-planning process and then the wider project and what allowance is required to be made within the Architectural Design Team?**

Response: It is expected that the Master-planning Consultant will obtain input from a Highways Engineer to provide the Traffic Impact Assessment to inform the master-planning work. Section 5 of the Architectural Design Services brief requires a fee scale percentage for a Highways Engineer on the assumption that this specialist consultant advice may be required as part of the Architectural Design Team to deliver the capital works.

Tender brief: additional information

4. What level of Professional Indemnity Insurance is required and is this amount only necessary for the lead consultant?

It is expected the architect and all sub-consultants to the architect will have Professional Indemnity insurance cover to a minimum level of £5 million.

5. Is it acceptable for one company to submit a proposal for more than one of the briefs for Architectural Design Team Services, Master-planning Consultancy Services and Project Organiser Services?

Response: Yes

6. Do you wish this to be submitted as three separate submissions or as one complete submission?

Response: Three individual submissions are required.

7. As noted in the Specification for Architectural Design Team Services (3.1) please could you clarify which buildings are included as 'any other building'?

Response: Item 1 of section 3 "Scope of the Architectural Design Team Services role" is amended as follows. A costed and prioritised repairs schedule of the Tudor Barn and the Coach House following the carrying out of a condition survey that includes asbestos (also see section 3 item 5), timber, structural, services and historic significance.

8. Further to the above please could you clarify the extent of inspections required. Is input from a Structural and/or Services Engineer required?

Response: Please see answer to question 7.

9. Is there a requirement for archaeological input to be included in the proposal for the delivery of the capital works?

Response: Item (g) of section 5 "Information required to tender" is amended to include i. Archaeologist.

10. Please could you confirm the extent and type of asbestos surveys required?

Response: Item 5 of section 3 "Scope of the Architectural Design Team Services role" requires an ecology desktop survey and asbestos surveys to be carried out of the entire site at Middleton Hall, to identify any potential impact on the Master-plan.

11. There is no reference to a Management and Maintenance Plan but maintenance costs are referenced in several documents. Is a Management and Maintenance Plan therefore required or is it to be produced by others?

Response: An ongoing maintenance plan is required as per item 6 of section 3 "Scope of the Architectural Design Team Services role.

12. Is there a current Conservation Management Plan for the site?

Response: There is no existing Conservation Management Plan for the site.

13. Is there a Statement of Significance for the site?

Response: There is no existing Statement of Significance for the site and this is to be produced as part of the condition survey.

14. It is noted that measured survey information will be provided. Please can you confirm if this is correct?

Response: There is no existing measured survey information. Quotes are required to be shown separately from the main tender fee for measured surveys of all buildings on the Middleton Hall site along with a site-wide topographical survey, to produce a comprehensive site plan including roads, paths, features etc along with building locations and room layout plans, with the option for these surveys to be commissioned concurrent with the master-planning work or subsequent to it. This is a correction to item 2 in section 3 of the tender specification.

15. How does management of the Hall work and how would they be involved with any projects?

Response: Middleton Hall is managed by a Board of Trustees with a small team of paid staff. Trustees are responsible for strategic decisions but staff do have input into these. The Board of Trustees would be ultimately responsible for the project but the day to day work would be managed by the project steering group.

16. Who will be the steering group?

Response: The Steering Group will comprise one or two Trustees, Heritage Site Manager, Project Organiser, one or two specialist volunteers, and augmented by consultants relevant to each stage of the project.

17. As the architects, will we be the organizer?

Tender brief: additional information

Response: The Project Organiser will be the "professional representative" of Middleton Hall Trust and will co-ordinate the overall project, with the Master-planning consultants leading the master-planning work, supported by the Architectural Design Team.

18. The scope of the works for the Architectural Design Team has expanded to include additional survey work, has the budget of £18,000 expanded to reflect this?

Response: The aim is to work within the existing budget if possible but tender prices above this will be considered.

19. By historic significance do you mean a Statement of Significance, if so, is one required for both the Tudor Barn and Coach House?

Response: Item 1 of section 3 "Scope of the Architectural Design Team Services role" is further amended to include a Statement of Significance covering all historic buildings on the site; namely the Hall Range, Stable Range (including the Tudor Barn), Coach House and Outbuildings.

20. We would be grateful if you could confirm that an asbestos management survey is required of the Hall Range, Tudor Barn, Coach House and Outbuildings?

Response: what is required is an asbestos management survey of the Hall Range, Stable Range (including the Tudor Barn), Coach House and Outbuildings

21. The Specification refers to production of costs not specifically a maintenance plan – we would be grateful if you could confirm if you require a costed Management and Maintenance Plan for the entire site.

Response: a costed Management and Maintenance Plan for the entire site.

22. Please could you confirm if the measured survey information is also to include levels of roof slopes, parapet gutters etc?

Response: Yes.

23. The Architectural Design Team Services specification (3.6) and Master-planning Consultancy Services specification (3.8) both require the QS to undertake what appears to be the same costing exercise. Please could you clarify if this is correct? And if so which brief needs to include the costs.

Response: The two passages of text simply refer to joined-up working between the consultants. The work to be done by the ADT will be provided to the MPC to enable them to complete their work. The ADT should include the costs.

24. Please could you clarify which areas of the site are to be included in the topographical survey - is there a need to include roads and footpaths?

Response: The topographical survey is required to cover the entire site. The roads and footpaths to be shown on the survey are just those that currently exist on the site.

25. The wording to the answer to question 18 regarding the ADT and sticking to the budget of £18,000 but tenders over will still be considered could this be clarified?

Response: A true reflection of the costs required to undertake to the scope of the work set out in the brief should be put into all applications, £18,000 is the target but we appreciate that this may have to be surpassed and so all tenders that accurately fulfil the brief will be considered.

26. Are there any existing surveys that can be used?

Response: There is an existing condition survey for the Tudor Barn that can be used as a starting point and will be provided to the successful applicant.

27. How much has the possibility of planning constraints been factored into the timetable of the Master-planning options, there might be some possibilities that aren't available due to planning restrictions?

Response: Discussions with the local planning authority will form part of the Master-planning Consultant's interviews with stakeholders. Early consultation with the planning department should enable the master-planning timetable to be met.

28. Is it acceptable for sub-consultants to have a lower level of cover, relevant to their input, if the lead consultant carries £5m?

Response: Yes, if not £5million the level of PI insurance cover held by proposed sub-consultants will need to be clearly stated in the application.

29. The brief previously suggested that our tender should include for services to obtain a quotation for a measured survey. It is now a requirement that such a quotation be included in the tender submission. This might require a site visit by survey companies, which could impact on the tender deadline. Will we be

Tender brief: additional information

penalised for not including this additional quotation with our tender, or alternatively are you able to extend the tender deadline?

Response: The deadline for the ADT tender submission remains as 2.00pm on Friday 19th October 2018 but we have arranged a new deadline for submission of the measured survey and topographical survey is 2.00pm on Friday 2nd November 2018 to allow for a site visit if required.

END