

INVITATION TO TENDER

GRADE 1 CONSERVATION ARCHITECT LED DESIGN TEAM
TO APPRAISE AND REFURBISH HERITAGE LISTED BUILDING
ISSUED FRIDAY 29 NOVEMBER 2024



innercitytrust.com | +44 28 7126 0329 | info@innercitytrust.com | 31-33 Shipquay Street
Derry Northern Ireland BT48 6DL | Londonderry Inner City Trust is a Company Limited by
Guarantee Registered in Northern Ireland No. 20978. Charity No NIC108433

Contents

Introduction.....	2
Schedule of Services	2
Indicative Project Timeline.....	3
Procurement Value	3
Tender Submission	3
Amendments to Tender Documents	4
Communication	4
Extension to Submission Date.....	4
Procurement Timetable	5
Expenses and Losses	5
Disclaimers	5
Requirements	6
Guidance	9
Evaluation.....	10
APPENDIX (Part A, Part B, Part C)	

Introduction

Established in 1976, the Inner City Trust's mission is to advance the physical, social and economic regeneration of Derry/Londonderry. The Trust has developed many landmark buildings in the city including the Tower Museum, the Tower Hotel (now Maldron Hotel), the Bishop's Gate Hotel, the Shared Future Centre and the Calgagh Centre (now headquarters for APEX Housing). Our Fashion and Textile Centre in Shipquay Street is building on the shirt manufacturing and textile expertise for which the city was renowned. Shared public space is central to our mission and the Craft Village, Garden of Reflection and its gallery host events and provide a platform for small businesses.

In progressing one of our charitable aims of heritage regeneration, Inner City Trust wishes to appoint a multidisciplinary team led by an accredited Grade 1 Conservation Architect (*Conservation Architect*) to appraise, design and refurbish a heritage listed building.

Schedule of Services

Inner City Trust is seeking to appoint a Conservation Architect, *subject to securing the required funding*, to help deliver a heritage regeneration project in Derry/Londonderry.

We require a Conservation Architect to lead a multidisciplinary design and delivery team which will likely comprise, but not limited to, the following disciplines: Quantity Surveyor, Structural Engineer and Mechanical & Electrical Engineers.

The general staged services of the appointment will include:

- appraisal of heritage building, including significance, condition, and environmental performance
- appraisal of potential adaption, development and regeneration opportunities,
- develop and design proposed schemes, including all relevant conservation plans,
- support Inner City Trust with project funding applications,
- develop and prepare a planning application, as required,
- develop and prepare a listed building consent application, as required,
- develop and prepare a building control application, as required,
- work with Inner City Trust to procure construction tenders for proposed schemes,
- oversee the construction and handover phases of the project, including all relevant operational and asset plans and
- facilitate changes to the required scope of works and input as may be required, on a pro rata basis, subject to available funding and scheme development.

The commission will be broken into two stages to align with the National Lottery Heritage Fund's (*The Heritage Fund*) Development Phase (RIBA 0-3) and Delivery Phase (RIBA 4+).

The estimated contract duration for Pre-Development and Development Phase will be approximately 10 months with a break-clause at the end of the Development Phase. Retention of the Design Team will be subject to performance during Development Phase and receipt of The Heritage Fund for the Delivery Phase. The estimated contract duration for Delivery Phase will be approximately 15 months.

Indicative Project Timeline

The indicative timetable for project development and delivery, subject to funding, is provided below.

Activity	Target Date
Appointment of successful tenderer	13 January 2025
Pre-Development	January to June 2025
Development	July to November 2025
Delivery	April 2026 to July 2027

Procurement Value

It is anticipated that the capital works value is in the region of £7-9M.

This is an estimate only and includes construction costs, all materials and equipment, and construction contingency, and excludes VAT.

Tender Submission

This is an open and competitive tender. All responses to this tender must be submitted as per the particulars set out below.

Tender Contact

The contact person for the tender:

- **Gretta Logue | Heritage Manager | Inner City Trust | +44 (28) 7126 0329**

Register your Interest

If you wish to submit a tender response, please register your interest in writing via the submission email address by the following date:

- **5pm Friday 13 December 2024**

Submission Date

Completed tender packages must be returned to Inner City Trust by the following date:

- **5pm on Friday 3 January 2025**

Responses received after this date and time will be disregarded and returned unopened to the sender.

Submission Format and Address

Completed tender packages must be submitted in hard copy to the address outlined below.

- **Inner City Trust, Level 3, 31-33 Shipquay Street, Derry, BT48 6DL**

In addition to the hard copy, please also provide a digital copy to the following email address:

- tender@innercitytrust.com

Amendments to Tender Documents

Inner City Trust may amend the tender documentation during the tender advertised period.

If this occurs all tenderers will be notified of the change concurrently in writing via the tenderer's nominated email address. If appropriate, due to tender amendments, Inner City Trust will extend the deadline for receipt of tenders.

No amendments to the tender documents shall be made by the tenderer.

Communication

Inner City Trust will not enter into verbal detailed discussions on the requirements of this procurement with individual respondents.

Please communicate in writing (letter or email, as per the submission address above) on all matters relating to this tender process. Telephone or oral enquiries will not be accepted.

All tenderers shall seek to clarify any points of doubt or difficulty relating to the documentation. Clarification requests on the tender are permitted up to two calendar weeks before the tender submission deadline as outlined in the procurement timetable below.

Clarification requests will be answered within two working days and distributed to all registered tenderers without identifying the source of the request. Clarifications will be issued via email sent to the nominated email address for your organisation. It is the tenderers responsibility to monitor such email correspondence.

Clarifications issued by Inner City Trust shall become part of the tender and must be treated as such by the tenderers.

Oral discussions will not be considered binding. Tenderers shall not make assumptions on any matter, nor shall it rely on any statements or representations at any other time by persons acting on behalf of Inner City Trust unless they are confirmed in writing as a clarification or amendment to the tender.

Extension to Submission Date

Any request from the tenderers for an extension to the tender submission date must be received at least two calendar weeks before the due date for return.

- **Please note, no undertaking can be given that an extension will be granted.**

Procurement Timetable

The table below outlines the relevant dates for this procurement process. Inner City Trust reserves the right to amend this timetable and provide sufficient notice to the tenderers.

Activity	Date
Invitation To Tender (ITT) issued	Friday 29 November 2024
Tender registration deadline 5pm	Friday 13 December 2024
Tender clarification request deadline 5pm	Friday 20 December 2024
Tender extension request deadline 5pm	Friday 20 December 2024
Tender response deadline 5pm	Friday 3 January 2025
Tender assessment by Inner City Trust	6 - 10 January 2025
Contract start target date	Monday 13 January 2025

Expenses and Losses

Inner City Trust will not be liable for any bid costs, expenditure, work or effort incurred by tenderer in proceeding with or participating in this tender process, including if the procurement process is terminated or amended by Inner City Trust.

Disclaimers

This project is subject to funding and (1) may not progress, (2) progress in part or (3) progress in full depending on success of funding applications.

None of the information contained in this document, or any part of the tender documentation shall constitute a contract or part of a contract in any way, and none of the information is or should be relied on as a promise or representation as to Inner City Trust's ultimate decisions in relation to this project. In summary, no contractual rights, express or implied, arise out of this document.

Inner City Trust reserves the right to disqualify any tenderer who:

- provides information or confirmations which later prove to be untrue or incorrect; and/or
- does not supply the information required by this document or the tender or as directed otherwise by Inner City Trust during the procurement process.

Inner City Trust reserves the sole right to:

- require submission of any additional, supplementary or clarification information as it may, at its absolute discretion, consider appropriate,
- make no appointment,
- appoint more than one practice or maintain a reserve list of consultants.

Requirements

Inner City Trust is seeking to identify and appoint a lead Conservation Architect with suitable accreditation, skills, and experience considered most capable of working in partnership with us to successfully deliver heritage regeneration. Below provides a general overview of the range of skills, competencies, and responsibilities required of the Conservation Architect and design team.

Insurances

The Conservation Architect is required to obtain insurances of at least these values prior to contract award.

1. **Employer's liability** insurance with a minimum limit of indemnity **£10M GBP** per incident (or equivalent in other currency) compliant with applicable statutory requirements,
2. **Public liability** insurance with a minimum limit of indemnity **£10M GBP** per incident (or equivalent in other currency),
3. **Professional indemnity** insurance for all activities of a professional nature, and including design liability of Architects, with a minimum limit of indemnity **£10M GBP** per incident and/or in aggregate (or equivalent in other currency).

The tender submission requires the Conservation Architect to provide broker confirmation of insurance coverage, including the insurer, policy number, expiry date and limits for any one incident and any annual aggregate caps and the excesses under the policies.

Where the Conservation Architect's current insurance is lower than the required amounts, then the Conservation Architect must demonstrate capability of obtaining adequate insurance prior to contract award.

The Quantity Surveyor, Structural Engineer, and Mechanical & Electrical Engineer must provide appropriate levels of insurance to those required from the Conservation Architect. Evidence of this is to be provided prior to appointment.

Further details of insurance requirements are outlined in **APPENDIX (PART A)**.

Relevant Professional Experience

The Conservation Architect should have industry standard qualifications, conservation accreditation and have extensive experience in working within a heritage setting and with heritage listed buildings.

Submissions should demonstrate relevant accreditation of your team members and of your architectural practice as a registered RIAI and or RIBA **Grade 1 Conservation Architect**.

It will be essential to demonstrate that the Conservation Architect's direct team and wider design team have experience in the care and repair of important historic buildings, including Grade A listed buildings. Understanding best practice methodologies in the management of historic buildings and demonstrating implementation of national and internationally recognised conservation principles is also required.

Demonstrated experience in successfully delivering large complex heritage restoration and regeneration projects is required. This includes project management skills, innovative design work to meet heritage values and building standards, co-ordination of resources and stakeholders, and supervising a range of technical specialists.

The Inner City Trust is fully committed to the highest standards of design quality and therefore we are interested in your experience and systems in place to deliver and maintain design quality throughout the life of the project.

Further details of professional experience requirements are outlined in **APPENDIX (PART B)**.

Value for Money

Inner City Trust requires submissions propose a percentage fee of an estimate total construction cost. Please note the construction cost will be finalised during a design and development phase and will be subject to successful funding applications for delivery phase.

Further details of requirements are outlined in **APPENDIX (PART C)**.

Environmental Sustainability

Inner City Trust wishes to improve the sustainability of historic buildings during the design, delivery and operation phases of regeneration projects. Therefore, environmental sustainability will be an integral part of every stage of this project.

Tender submissions should illustrate your organisation's credentials on energy efficiency improvement, sourcing sustainable materials, reduction of carbon emissions and waste across the project lifecycle.

Equal Opportunities

The successful Conservation Architect will be required to comply with all fair employment, equality of treatment and anti-discrimination legislation, including, but not limited to , the Employment (Northern Ireland) Order 2002, the Fair Employment and Treatment (Northern Ireland) Order 1998, the Sex Discrimination (Northern Ireland) Order 1976 and 1988, the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003, the Equal Pay Act (Northern Ireland) 1970, the Disability Discrimination Act 1995, the Race Relations (Northern Ireland) Order 1997, the Employment Relations (Northern Ireland) Order 1999 and the Employment Rights (Northern Ireland) Order 1996.

Health & Safety

Health and safety, including wellbeing, in the workplace and construction sites for staff and the general public is of paramount importance to Inner City Trust. The Conservation Architect and design team will be required to comply with all health and safety legislation and best practice.

National Lottery Heritage Fund (The Heritage Fund)

Project funding sources are likely to include The Heritage Fund and therefore experience in supporting The Heritage Fund applications and meeting their investment principles and their funding criteria is desirable. Therefore, our evaluation of tender submission will also take into account your experience in the following areas:

- diverse and safe supply chains,
- supporting local economies and suppliers,
- improving employability and skills,
- inclusion, mental health and well-being,
- environmental protection and sustainability.

Declaration

All submissions must include a completed and signed declaration, found on the last page of this document.

Guidance

This tender requires the Conservation Architect to respond to three parts (Part A, B & C) as summarised below and detailed in the Appendix.

Part	Content
A	General information about the Conservation Architect and the Design Team, including insurances. This part is not scored, however it must be completed to be accepted.
B	Professional and Technical Ability. This part has three (3) questions and is scored.
C	Price. This part is scored.

Further details on the scored elements of the tender submission are provided in the following Evaluation section.

For the tender submission to be accepted all parts of the tender must be completed and all requested information provided. In addition, the following is provided to support the preparation of your submission:

- All questions must be answered in English and have a font size no smaller than equivalent to 10pt Arial.
- Where a YES or NO response is requested, please clearly indicate the intended response.
- Inner City Trust reserves the right to require evidence or additional evidence in relation to any part of the tender.
- The Conservation Architect must inform Inner City Trust of any changes to the information provided in response to the tender that may arise at any time during participation in this procurement process.
- Unless specifically requested, additional supporting information, beyond that requested, will not be assessed. No general marketing or promotional material from the Conservation Architect either in answer to any part of the tender, or for any other reason, should be included.
- The Conservation Architect must ensure that their response to each question is relevant and focused on addressing the question asked. Each question will be evaluated only on the information provided in the response. No marks will be awarded for a particular question for information given elsewhere in the tender.

Evaluation

The tender must be submitted in accordance with this document and any clarification notes as may be issued by Inner City Trust before the closing date for receipt of tenders. Failure to comply will result in a tender being rejected by Inner City Trust.

For the tender submission to be accepted, all requested information must be completed.

Submission packages will be evaluated against the criteria set out in this document. Conservation Architects must respond to all the questions in the tender and must provide all the supporting information requested.

The following matrix outlines how each part of the tender submission will be scored.

Please note Part A is not scored (*General Information & Insurances*) however it must be completed to meet minimum criteria or the rest of the submission will not be assessed.

Part B and C are scored and weighted as follows:

		Scored	Weighting
Part A	General Information & Insurances	Not scored	n/a
Part B*	Professional & Technical Ability. This part has three (3) questions.	Scored	70%
Part C	Price	Scored	30%

The quality element of the tender (Part B *Professional & Technical Ability*) equates to 70% of the overall score. The price element (Part C *Price*) equates to 30% of the overall score.

Within Part B there are three qualitative questions, each will be scored out of a maximum of 4 marks with the following weightings for that Part.

Each question will be assessed in the following way: 4 (Excellent), 3 (Good), 2 (Satisfactory), 1 (Poor), and 0 (Unacceptable).

Part B (*Professional & Technical Ability*) scoring and weighting is as follows:

*Part B	Maximum Score	Weighted
Question 1 - Capability & Capacity	4	30%
Question 2 - Experience	4	40%
Question 3 - Design Quality	4	30%

Full details on what is required to respond to the tender is provided in the **APPENDIX**.

APPENDIX

PART A

**GENERAL INFORMATION
OF CONSERVATION ARCHITECT LED DESIGN TEAM
&
INSURANCE INFORMATION
OF CONSERVATION ARCHITECT**

Conservation Architect	
Trading Name:	
Registered Name:	
Address:	
Registered Address (if different from above):	
Contact Details (Telephone):	
Contact Details (Email): <i>Please note this email address will be used for any written clarifications during the tender process.</i>	
Status of Architect (e.g. Partnership, Ltd Company, Consortium, JV):	
VAT Registration Number:	
Accreditation:	

Quantity Surveyor	
Trading Name:	
Registered Name:	
Address:	
Registered Address (if different from above):	
Contact Details (Telephone):	
Contact Details (Email):	
Status of Quantity Surveyor (e.g. Partnership, Ltd Company, Consortium, JV):	
VAT Registration Number:	
Accreditation:	

Structural Engineer	
Trading Name:	
Registered Name:	
Address:	
Registered Address (if different from above):	
Contact Details (Telephone):	
Contact Details (Email):	
Status of Structural Engineer (e.g. Partnership, Ltd Company, Consortium, JV):	
VAT Registration Number:	
Accreditation:	

Mechanical & Electrical Engineer	
Trading Name:	
Registered Name:	
Address:	
Registered Address (if different from above):	
Contact Details (Telephone):	
Contact Details (Email):	
Status of Mechanical & Electrical Engineer (e.g. Partnership, Ltd Company, Consortium, JV):	
VAT Registration Number:	
Accreditation:	

Conservation Architect Employer's Liability Insurance

Name of insurer:	
Policy Number:	
Expiry Date:	
Level of Cover in £GBP millions:	
Insurance broker's confirmation attached? Y/N	

Conservation Architect Public Liability Insurance

Name of insurer:	
Policy Number:	
Expiry Date:	
Level of Cover in £GBP millions:	
Insurance broker's confirmation attached? Y/N	

Conservation Architect Professional Indemnity Insurance

Name of insurer:	
Policy Number:	
Expiry Date:	
Limits of indemnity (per occurrence and aggregate):	
Level of Cover in £GBP millions:	
Insurance broker's confirmation attached? Y/N	

APPENDIX

PART B

PROFESSIONAL AND TECHNICAL ABILITY OF CONSERVATION ARCHITECT LED DESIGN TEAM

Question 1 CAPABILITES AND CAPACITY

Inner City Trust is looking for a suitably qualified and experienced Conservation Architect to lead a multidisciplinary team to successfully deliver the project.

Please describe the capabilities and capacity of the proposed project team from your practice and the wider multidisciplinary team.

For this question it will be essential to demonstrate the team's qualifications and experience in the care and repair of important historic buildings, including Grade A listed buildings.

Understanding best practice methodologies in the management and adaption of historic buildings and demonstrating implementation of national and internationally recognised conservation principles is also required.

The Conservation Architect should have industry standard qualifications, conservation accreditation and have extensive experience in working within a heritage setting with heritage listed buildings.

The answer should include, but not be limited to, the following information:

- Demonstrated relevant accreditation of key personnel and the architectural practice as a registered RIAI and or RIBA Grade 1 Conservation Architect. Please append evidence of relevant accreditations.
- The number of staff who are qualified with full membership of the relevant profession and will be dedicated to this project.
- Organisational chart showing the proposed project team.
- Roles and responsibilities of key personnel, and why you consider them to be key personnel.
- CVs of key personnel who will be dedicated to this project, including relevant specialists.
- Confirmation that you, your practice and wider multidisciplinary team have capacity to lead the project in the indicative project timeframes outlined earlier in this document.
- Methods and approach to team communication and collaboration.
- Details of other resources that are available to support the project and team such as administration, IT and technology, records management etc, and how your systems will integrate between teams as design lead.
- Confirmation that your practice is an equal opportunity employer and adopts Health & Safety best practice. Let us know of any systems or programs you have in place relating to this area.

Question 2 EXPERIENCE

Inner City Trust is interested in your experience in successfully designing and delivering large complex heritage restoration and regeneration projects.

By reference to a maximum of four specific projects where your practice led the design and delivery of refurbishment works to heritage listed buildings, provide details of your relevant experience that demonstrates your ability to successfully and safely deliver this project.

This question includes a range of areas we require your experience on such as refurbishment and adaptations of heritage listed buildings, project management, co-ordination of resources and stakeholders, supervising a range of technical specialists, meeting milestones and budgets.

We also would like to know your experience in supporting grant funding applications and your experience in the environmental sustainability of heritage adaptive re-use projects.

Your answer should include demonstrated experience by the proposed team and key personnel in the Schedule of Services outlined earlier in this document.

Please also illustrate your organisation's credentials and approach on energy efficiency improvement, sourcing sustainable materials, reduction of carbon emissions and waste across the project lifecycle.

For projects that you refer to in your answer, please set out the following information: name, location, client, construction contract value, type of contract used, start and completion dates, the role of your firm, grant aid details if obtained and confirmation that the project was delivered on time and within the client's budget.

Question 3 DESIGN QUALITY

The Inner City Trust is committed to the highest standards of design quality and therefore we are interested in your approach, and systems in place, to deliver and maintain design quality throughout the life of the project.

By reference to a maximum of four specific heritage related projects on which you were the Conservation Architect, provide details on how you delivered and maintained design quality throughout the life of the project. Also describe your experience in leading a multidisciplinary team to achieve high standards of design quality. Where projects received grant aid, further detail how quality and standards, required by the funder, were delivered as part of the project.

The answer should include, but not be limited to,

- How design quality was established and maintained in projects relating to listed buildings.
- Innovative design work to manage and conserve heritage fabric and values and also meet building standards and planning requirements.
- Any quality management systems or systems of continual improvement your practice has in place or proposes to implement.

For each of the projects you refer to in your answer, please set out the following information: name, location, client, construction contract value, the role of your firm (in particular, how design quality was maintained throughout a multi-disciplinary team).

APPENDIX

PART C

PRICE

Part C: Price

Please provide a percentage fee of the estimated construction cost to undertake and facilitate the following work elements:

- appraisal of heritage building, including significance, condition, and environmental performance
- appraisal of potential adaption, development and regeneration opportunities,
- develop and design proposed schemes, including all relevant conservation plans,
- support Inner City Trust with project funding applications,
- develop and prepare a planning application, as required,
- develop and prepare a listed building consent application, as required,
- develop and prepare a building control application, as required,
- work with Inner City Trust to procure construction tenders for proposed schemes,
- oversee the construction and handover phases of the project, including all relevant operational and asset plans and
- facilitate changes to the required scope of works and input as may be required, on a pro rata basis, subject to available funding and scheme development.

The percentage fee should include the Conservation Architect and the key services including but not limited to:

- Conservation Architect Services
- Quantity Surveying Services
- Structural Engineering Services
- Mechanical & Electrical Engineering Services
- Any other service required to deliver general services outlined above

The final fee will be based on the construction cost of the project (excluding VAT and loose fittings/furnishings). All statutory fees will be paid by the client.

Percentage fee proposed	_____ % of Construction Cost
-------------------------	------------------------------

APPENDIX

DECLARATION

Declaration

On completion and review of the tender submission and prior to submitting the package to Inner City Trust, the Conservation Architect must read, sign and submit the declaration below.

1. I have read and accept the disclaimers set out in the Inner City Trust Invitation to Tender.
2. I certify that the information supplied in the tender submission package is accurate to the best of my knowledge.
3. I understand and accept that false information could result in exclusion from this procurement process.
4. I will undertake to notify Inner City Trust of any changes to the information given in answer to questions in this tender that may arise during this procurement process.
5. I will not enter into any agreement or arrangement with any other person that he/she shall refrain from participating in this procurement process.
6. I will not at any time discuss with any other person any aspect of our submission.
7. I/We consider that the following information in this tender is commercially sensitive:
 - []
 - a. If sensitive information has been including in the submission, please state which information should not be disclosed and provide reasons.
 - []
 - b. Period for which information should remain commercially sensitive.
 - []

Please sign below on behalf of the Conservation Architect Led Design Team, that you have read and understood the above declaration:

Name:	
Title:	
Signature:	
Date:	