

MEMORANDUM  
OF INFORMATION



L E E D S  
C I T Y S Q U A R E  
I N V I T E D D E S I G N C O M P E T I T I O N

**Balfour Beatty**



**RIBA**   
Architecture.com

Balfour Beatty with Leeds City Council are inviting Expressions of Interest from multi-disciplinary design teams for the re-design of Leeds City Square.

Leeds is a diverse and vibrant city that is looking to the future as an economic centre and capital of the Northern Powerhouse and Leeds City Region.

Central to this positioning is the drive to create world class, vibrant and inclusive public realm across Leeds, which responds positively to the city's diverse population, cultural richness and the effects of climate change.





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# 1. CLIENT

Leeds City Council are the overall Client for the scheme. Balfour Beatty are working for the Council via the Scape National Civil Engineering Framework. Scape is a public sector organisation specialising in the procurement and delivery of projects.

The competition is being managed by RIBA Competitions on behalf of Balfour Beatty who will be the employer for the selected team.

Through the Scape framework Balfour Beatty have committed to exemplar added value, social value, performance, quality, cost and programme management. Where applicable there will be a requirement for the selected team to contribute to the objectives throughout the project lifecycle.

Further information can be viewed at [scapegroup.co.uk](https://scapegroup.co.uk)





## 2. THE SITE

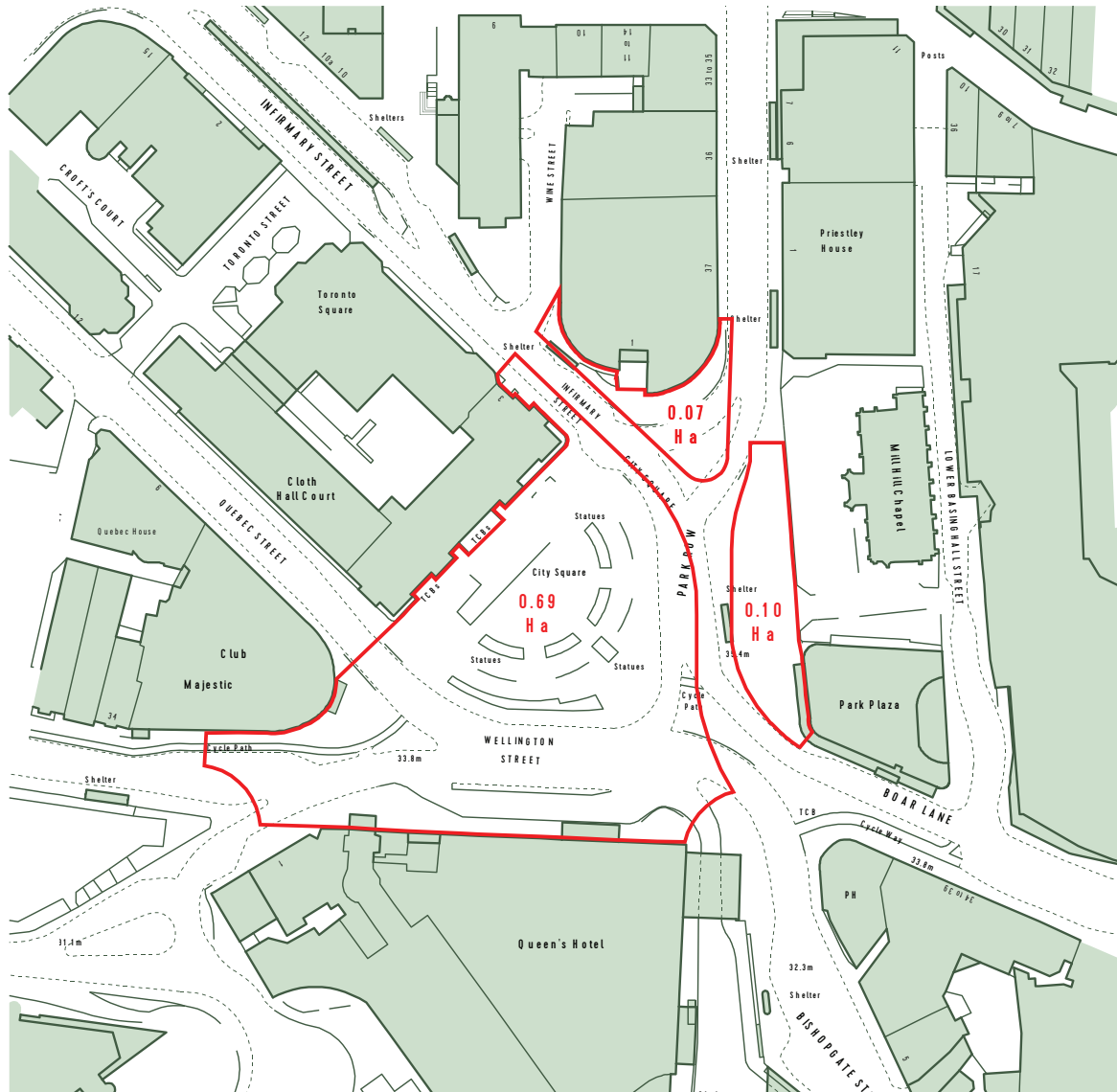
City Square is part of the identity of Leeds. A gateway into the city centre. It is often the first 'experience' most people have of Leeds and it should provide a 'Leeds Welcome', a positive first impression and experience of a city that feels as good as it looks. The space should embrace activities and active lifestyles, social interaction and relaxation, support our climate ambitions and speak of the communities of Leeds. It is imperative the space is well connected and integrated into the fabric of the city.

Despite being the city where Henry Moore, Barbara Hepworth and Damien Hirst learnt their trade, public art in Leeds is unremarkable and the city lacks iconic spaces or artworks. Public statuary is mainly limited to bronze Victorian representations. City Square offers the opportunity to address this through contemporary design, architecture or art works. Leeds is hosting an international cultural festival in 2023 and it is proposed that the Square will be used as a canvas during that year for contemporary artwork and activity. In response to the Black Lives Matter movement, an independent review of figurative public art works in Leeds will be completed in Autumn 2020 which may further influence the direction of public art in the city.

City Square is home to several buildings and businesses of note including Channel 4's new Leeds home, The Queens Hotel and Park Plaza Hotels, Leeds Railway Station, Restaurant Bar and Grill, Banyan and the Majestic and Quebec's serviced apartments.

This premier area of public realm in Leeds City Centre is at a pivotal point in its history. A number of significant projects and programmes are currently under development and present the perfect opportunity for the complete transformation of City Square.

Currently City Square is a small area of public realm (0.3 hectares) with a cycle lane around its southern edge that is bisected on three sides by up to 4 lanes of traffic on each side that results in the space facing inwards. These 4 lanes of highway need to be crossed by over 40,000 pedestrians every day, whether they are arriving by train, bus, and taxi or walking around the city centre. Linking in to City Square from the south is Neville Street (via Bishopgate Street), identified as the most polluted street outside of London (Friends of the Earth).





## 2.1. Leeds Train Station

A redeveloped City Square will link directly to Leeds Station and the construction of Leeds Station Sustainable Travel Gateway project. With the predicted increase in rail journeys there is a requirement to ensure that the areas surrounding the exits of the station support the high capacity movement of people. Leeds Station is the busiest station in the north with 34 million passengers each year that has openings out onto City Square. The new Northern and TransPennine franchise, as well as HS2 will deliver a step change in rail capacity. Leeds Station Sustainable Travel Gateway project is to be constructed to aid passenger movement from the station and the redesigned City Square will complement the welcome and movement out from the station.

Images © Network Rail

### 3. HISTORY

Proposals were made in 1893 to transform the area in front of the station. The demolition of Leeds's coloured Cloth Hall and Quebec House gave an open space in which a new General Post Office was constructed in 1896 with a public space in front. In 1897, the Leeds city council of the time wanted to improve the open space near to the (Old) Post Office. It was decided that the space should be designed like an Italian Piazza with a central equestrian figure, by the then Mayor of Leeds Colonel Thomas Harding. The choice fell on the romantic personality of the Black Prince, born in 1330, son of Edward III. Harding entrusted the Black Prince project to sculptor Thomas Brock (1847-1922). Brock took seven years to complete the work which had to be cast in Belgium, being too large for a foundry in Britain. On completion the bronze was conveyed by barge from Hull along the River Aire to Leeds.

The Black Prince is central in a circular raised platform about 100 feet in diameter and surrounded by a balustrade of polished marble. Placed on this balustrade were eight statues of allegorical figures representing "Morn" and "Even" and they were executed by Alfred Drury (1856 -1944). Two triangular spaces terminate an outer balustrade on the Post Office side, and on this particular stretch statues of Joseph Priestley (scientist), Dean Hook (divine), John Harrison (philanthropist), and James Watt (inventor) were positioned. Besides the Black Prince, Harding presented all the other statuary in the City Square with the exception of the John Harrison and James Watt pieces.



1931



1948



1967



2007



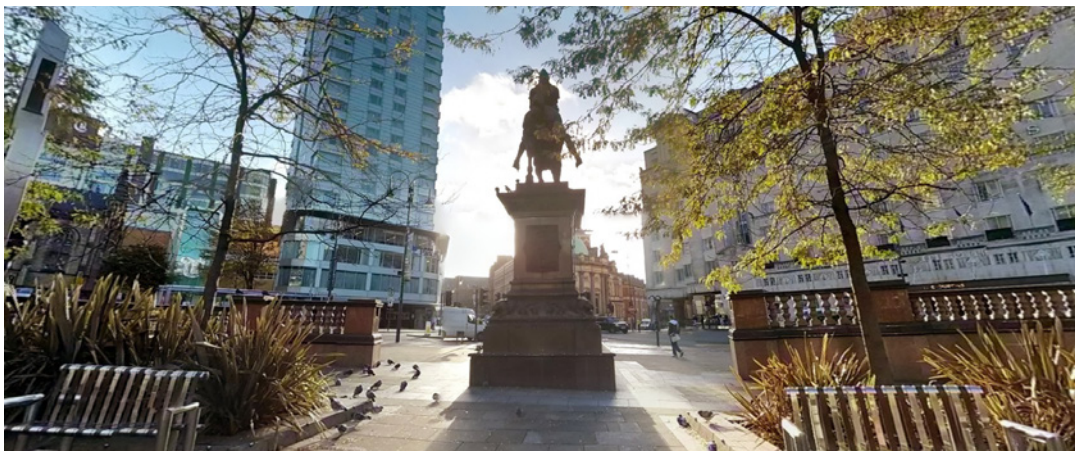


During an air raid on Leeds, the Luftwaffe bombed City Square. City Square was at the time the site of a public air raid shelter, which did not withstand the bombing and was significantly damaged.

Between the 1960s and 1995, the north of City Square was home to the Norwich Union building and another office block with an adjoining skyway. This was intended to go across the whole city centre but was never completed. After being voted the ugliest in the United Kingdom, the buildings to the north of city square were demolished and rebuilt.

In 1997, traffic that went through the City Square, mainly buses and taxis, was diverted to the Leeds City Centre “Loop” traffic scheme.

The City Square area was refurbished in the early 2000s, which included closing off the north side of the square to traffic, rearranging the statues and adding traditional fixtures and fountains to the square.



## 4. PROJECT BACKGROUND

**Our spaces are often people's first encounter with the city.  
They are our 'Front door' to visitors, businesses and residents.**

Ensuring we design, deliver improvements and maintain these spaces to the highest standards possible is essential to the profile of Leeds locally, nationally and internationally. These spaces are the streets and places between buildings. They are continually interconnected spaces including streets, squares, parks, cycle-ways and the waterfront. They positively support commerce, reflect our culture, promote our heritage, provide opportunities for relaxation, events and social interaction. They speak of place and community.

City Square will be closed to general traffic, facilitated by improvements to Armley Gyratory and alterations to bus routes through the Connecting Leeds Programme. This provides a unique opportunity to reconsider City Square.

The released areas will allow consideration of the form and function of the space and create an opportunity to recreate a space which reflects our ambition to be the Best City.

Further information can be viewed at [leedsourspaces.co.uk](https://leedsourspaces.co.uk)

Schemes in development include:

- **The improvement of Armley Gyratory**  
which will allow the redirection of traffic through the city centre away from City Square.
- **Connecting Leeds Programme**  
which will reduce the amount of highway infrastructure required in the city centre and remove general traffic from the main city centre core.
- **Leeds Integrated Station redevelopment works**  
which will make Leeds one of the busiest and most important transport interchanges in the country (busier than Gatwick Airport currently is).
- **Leeds South Bank**  
one of the largest regeneration projects in Europe and HS2.

# 5. AIMS AND GUIDING PRINCIPALS

The aim of this competition is to select a multi-disciplinary design team to work with the Council on the re-design of City Square to create a world class, vibrant and inclusive space which responds to Leeds City Councils climate challenges and cultural ambition.

Creating a space which welcomes people, speaks of our diverse communities and resonates with the citizens of Leeds and supports healthy lifestyles. The design should also strengthen and prioritise the Our Spaces work programme around 21st century infrastructure as part of the inclusive Growth Strategy ([leedsgrowthstrategy.co.uk](http://leedsgrowthstrategy.co.uk)).

Leeds has developed, in collaboration with a wider range of stakeholders and residents, **seven design principles** to curate the design evolution and provide accountability in the design process:



**OUR VISION:**

The creation of a vibrant, inclusive, world class city centre public realm.

**OUR AMBITION:**

Our spaces to become the City's greatest cultural asset.

**Leeds has a vision to create an exemplar, vibrant, world class city that is inclusive, welcoming and accessible to all.**

Our spaces play a huge role in enhancing our reputation on a world stage. Through re-thinking the approach to the design of our spaces and exploring opportunities to reduce highway infrastructure at key gateways, we will create enhanced settings for our spaces and generate opportunities for new spaces to develop. Our spaces will be an integral part of the Leeds offer, to:

- Create a world class City Centre;
- Position and promote Leeds City Centre as the economic powerhouse of the north and the capital of the City Region through the quality of our spaces;
- Create the look and feel of a 21st century city centre reflective of Leeds' commitment to culture that is complementary to its major cultural and heritage context.



## 6. THE BUDGET

The Client has identified a direct construction cost (excluding contractors prelims) for the area covered within the competition brief of £3.5m.

The overall budget for the City Square redevelopment project is £7m– £9.5m, which includes enabling / interface works, prelims, fees and delivery costs.

Applicants should note that the client has identified a fee cap for professional services to RIBA stage 2 of £100k and that any shortlisted applicant who proposes a fee in excess of the maximum identified fee cap may be excluded from further consideration. This fee covers the scope of work defined and any additional work would be agreed by both Parties in advance of the work being carried out.

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St Peters Square © David Lindsay

## 7. ELIGIBILITY

### **Expressions of interest are sought from UK and Europe based landscape/architect-led multi-disciplinary design teams.**

Each applicant's multi-disciplinary design team should consist of but is not limited to the services of a structural engineer, civil engineer, building services engineer, landscape architect, transport consultant, mechanical, electrical engineer and lighting designer.

The architect firm must include an architect who has the right to practise in the country where he/she is qualified or in the country where he/she currently resides or practises. UK-based applicants should therefore be registered with the Architects Registration Board (ARB) with overseas-based applicants registered with an equivalent regulatory body.

Architects/Landscape Architects with more limited experience may wish to consider collaborating with another practice, but the proposed delivery arrangement should be clearly articulated in the return. The principle for the Client is that the right team is assembled for what is being proposed. As per the Construction (Design and Management) Regulations 2015, the design team will also need to include provision of an organisation or individual with sufficient knowledge, experience and ability to assist Balfour Beatty in discharging the Principal Designer duties.

Applicants should note that design data for the Leeds City Square development will be managed and co-ordinated using BIM. The appointed lead firm will therefore be expected to have appropriate capability to manage the BIM model, with constructive input from all other design disciplines accordingly. The Client is working towards (not fully implementing) BIM level 2 for this project.

The Client is appointing its own cost consultants who will take the scheme forward with the successful team.

No member of the Evaluation Panel, employees of the Client, Balfour Beatty, their advisers, or any third party connected to the process (including any partners, close associates or employees of them) shall be eligible to compete in this competition or assist a participating applicant.



## 8. HOW TO REGISTER

To be considered for the competition, suitably qualified applicants must submit an Expression of Interest document (in electronic copy only) as per the requirements outlined in this Memorandum of Information.

Interested parties who intend to submit an Expression of Interest must obtain a Unique Registration Number (URN) to receive access to the submission portal. RIBA Competitions will issue a URN to interested parties within 2 working days of submitting the online request form (link below).

[ribacompetitions.wufoo.com/forms/leeds-city-square/](https://ribacompetitions.wufoo.com/forms/leeds-city-square/)

Registered applicants will be issued with a Submission Form and a secure link to enable them to upload their Expression of Interest via RIBA Competitions' digital submission portal (RIBASubmit).

**It is advised that applicants who intend to submit an Expression of Interest should complete the registration form as soon as practicable. Responses to questions raised as well as any additional competition documentation, such as the Submission Form will be made available to registered applicants through the online portal.**

Please note that this and all future correspondence will be sent to the email address entered into the online form.

## 9. COMPETITION PROCESS AND TIMETABLE

The selection process is taking the format of an Invited Design competition with an open application and will be held over two phases.

### PHASE ONE

#### Expression of Interest Phase

### PHASE TWO

#### Initial Concept Design Approach

The Timetable is indicative only and the Client reserves the right to amend the Timetable or extend any period at its discretion. Applicants will be notified of any changes made to the Timetable. The Client reserves the right not to proceed beyond the competition stage in the event that no one scheme meets the requirements and aspirations in respect of the project.

All honorarium payments will however be paid as indicated.

### PHASE ONE

Competition Launch	21 September 2020
Phase One Question Deadline	02 October 2020
Phase One Responses to Questions Issued	09 October 2020
<b>Expression of Interest Submission Deadline</b>	<b>14:00 27 October 2020</b>
Notification to successful and unsuccessful teams	02 December 2020

### PHASE TWO

Issue of Phase Two Brief	03 December 2020
Site Visit and Briefing Session	11 December 2020
Latest dates for general clarification queries relating to the Phase Two Brief	23 December 2020
Issue of Memorandum in response to general clarification queries	18 January 2021
Workshop/Presentation of Ideas to Panel	16 February 2021
<b>Phase Two Submission Deadline</b>	<b>14:00 18 March 2021</b>
Clarification Interviews	20–21 April 2021
Executive Board Winning Design Approval	TBC
Notification Issued	TBC
Publicity Announcement	TBC



## 10. PANELS

### 10.1. EoI Evaluation Panel\*

**Gary Bartlett** *Chief Officer, Highways & Transportation*  
Leeds City Council, City Development

**Cluny Macpherson** *Chief Officer, Culture & Sport*  
Leeds City Council, City Development

**Jane Walne** *Head of Projects & Programme Asset Management & Regeneration*  
Leeds City Council, City Development

**Graham Dewe** *Contracts Manager*  
Balfour Beatty

**Dean Backhouse** *Procurement Manager*  
Leeds City Council, Procurement and Commercial Services

**Mark Burgess** *Environment & Design Group Leader Planning & Sustainable Development*  
Leeds City Council, City Development

**Daljit Singh** *City Centre Team Leader (Planning)*  
Leeds City Council, City Development

**Roger Hawkins** *RIBA Architect Advisor (Non-voting member)*  
Founding Partner, Hawkins/Brown

### 10.2. Technical/Quality Panel\*

**David O'Connor** *Project Manager*  
Leeds City Council, City Development

**Paul Durkin** *Quantity Surveyor*  
LukAle Associates

**Chris Musgrave** *Group Engineer Civil Engineering (Major Schemes)*  
Leeds City Council, City Development

**John Ebo** *Head of City Centre Management*  
Leeds City Council, City Development

**Roger Hawkins** *RIBA Architect Advisor (Non-voting member)*  
Founding Partner, Hawkins/Brown

**Graham Dewe** *Contracts Manager*  
Balfour Beatty

\*Hannah Raithby will attend the meetings and assessments to document the process and provide procedural support.

## 11. SITE VISITS

Site visits will be undertaken with the shortlisted teams at Phase Two. However, the site is open to the public so interested teams may visit the site unaccompanied at the first phase.

© Google



## 12. SUBMISSION REQUIREMENTS

Expressions of Interest should comprise of no more than 15 single sides of A4 (or double sided equivalent, not counting the front cover, Submission Forms or contents page) and must use Arial 11-point typeface (or close equivalent) formatted as below. Any information provided, including links or references to other documents in addition to that requested below is not permitted and will not be evaluated:

**12.1 Document cover** to include lead organisation name and address and Unique Registration Number (L#)

**12.2 Part 1 and 2: Duly Completed Submission Forms.** to be completed by every organisation that is being relied on to meet the project requirements (can be included as appendices)

**12.3 Part 3: Team approach.** A commentary outlining the team's approach to design, preliminary thoughts about this project, motivation for applying and any specialist skills you would be able to bring to the project. (1 single side of A4.)

**12.4 Part 3: Illustrative case studies** (2 single sides of A4 per case study) should be presented for (up to) three (3 No.) of the contract examples given which demonstrate:

- High quality projects of a similar scale which have maximized the potential opportunities of a similar sized space.
- Successfully designed high quality projects of similar quality, nature, including close proximity of listed buildings and to the subject of this procurement; that demonstrate creativity in design and use of appropriate materials
- Project examples which demonstrate added value be it social/civic/financial.

**12.5 Part 3: An Illustrative Expanded case study** (1 No. additional or as an expanded case study to the above, up to 2 singles sides of A4) which demonstrates:

- Successfully designed projects that were delivered on time and in line with the planned construction programme
- Project with similarities in the challenges faced to those likely to be encountered at City Square

**12.6 Part 3: Team structure and experience**

- Team organogram showing key positions within the design team and proposed interactions with the Client, Balfour Beatty and Key Stakeholders (1 single side of A4)
- Brief CVs for key members of the design team (up to 4 singles sides of A4)

## Summary of Submission Requirements

Item	Electronic versions to be submitted via RIBA Competitions' digital submission portal	
12.1	<b>Document cover</b>	To include lead organisation name and address and Unique Registration Number (L#)
12.2	<b>Part 1 and 2: Submission Forms</b>	To be completed by the lead organisation and any consultants required to fulfil the requirements of the brief
12.3	<b>Part 3: Team approach</b>	1 Single side A4
12.4	<b>Part 3: Illustrative Case Studies x3</b>	2 Single Side A4 per Case Study
12.5	<b>Part 3: Illustrative Expanded Case Study x1</b>	Up to 2 Single sides of A4 (as a further case study or as an additional 2 pages to one of the previous illustrative case studies)
12.6	<b>Part 3: Team structure and experience</b>	Up to 6 single sides of A4



## 13. EVALUATION CRITERIA

Where there is a pass/fail evaluation, this will be considered in accordance with the relevant section of this Eol. Applicants that fail to “pass” any pass/fail questions will be disqualified and will not have the rest of their Eol evaluated.

In the interests of clarity, the evaluation methodology is summarised below.

### PART 1 AND 2

#### **Submission Form:**

*Organisation details, Exclusion Grounds, Economic and Financial – Pass/fail*

### PART 3

#### **Expression of Interest (Eoi):**

*The answer to each marked criterion will be scored individually using the Evaluation Criteria.*

The individual scores will be collectively moderated to ensure the evaluation criteria are consistently applied and the final score will be the average of the individual panel member scores. Once the final score for each question has been determined, the appropriate weighting will be applied.

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Northern Ballet dancers perform at Victoria Gate opening © Giles Rochol

## EVALUATION CRITERIA

Criterion	Weighting	Demonstrated by	Evaluation notes
<b>Section 12.3</b>	<b>10%</b>	<p>Commentary outlining the team's approach to design, preliminary thoughts about this project, motivation for applying and any specialist skills you would be able to bring to the project. Max. 1 single sided A4 Page.</p>	<p><i>Contracts for supplies or services should relate to the architect firm wishing to be considered for the opportunity.</i></p> <p><i>Applicants should consider the relevance &amp; relative merits of projects within their portfolio. Whilst the inclusion of an 'incomplete' project (i.e. a project that is on, or about to commence on site); as one of the contract example case studies would not deem the submission unacceptable, it may, depending on the stage that it is at, limit the ability of its qualities to be appraised.</i></p> <p><i>Similarly, whilst Applicants may elect to include projects which reached completion beyond the stipulated 7-year limit, their inclusion may limit the current technical &amp; professional ability of the architect firm to be appraised</i></p> <p><i>A clear distinction should be made between photographic images of completed projects and computer-generated visualisations. Any images featured within the submission should be clearly annotated to explain to which project(s) and/or firms they refer.</i></p> <p><i>The contract example case studies will be evaluated in a holistic manner. Greater weight will be applied to the contract example case studies where individuals named in the CVs were involved in delivery of the project(s) shown.</i></p>
<p><b>Section 12.4:</b> Ability to design &amp; deliver high quality schemes of a similar nature, scale &amp;/or complexity to the proposed Leeds City Square Project</p>	<b>45%</b>	<p>Illustrative case studies should be presented for (up to) three (3 No.) which demonstrate:</p> <ul style="list-style-type: none"> <li>• High quality projects of a similar scale which have maximized the potential opportunities of a similar sized space.</li> <li>• Successfully designed high quality projects of similar quality, nature, including close proximity of listed buildings and to the subject of this project; that demonstrate creativity in design and use of appropriate materials</li> <li>• Project examples which demonstrate added value be it social/civic/financial</li> </ul> <p>Please provide a brief description of the contract delivered (to include project value and date of practical completion) and outline its relevance to the vision for the proposed redevelopment of City Square. Images and sketches should be included to illustrate the rationale and drivers behind the final realised design.</p> <p>Each case study example (text and images) should be presented over a maximum of x2 single sides of A4. If a collaborative approach with another architect firm is proposed, at least one contract case study example should be included from each practice and/or a contract example case study delivered jointly by the firms should be included as one of the x3 case studies provided.</p>	
<p><b>Section 12.5:</b> Ability to design &amp; deliver projects to budget &amp; programme involving complex briefs and input from Clients, stakeholders and the public</p>	<b>25%</b>	<p>Ability to design &amp; deliver projects to budget &amp; programme involving complex briefs and input from Clients, stakeholders and the public. An expanded illustrative case study (1 No. additional or as an expanded case study to the above) which demonstrates:</p> <ul style="list-style-type: none"> <li>• Successfully designed projects that were delivered on time and in line with the planned construction programme (and if not, full details as to the reasons why not);</li> </ul> <p>Please provide a brief description of the contract delivered (to include project value and date of practical completion) and any similarities in the challenges faced to those likely to be encountered at City Square. This should include representative illustrations and sketches, together with additional explanatory notes where the duration and/or final budget exceeded the original projections. The case study example (text and images) should be presented over a maximum of x2 single sides of A4.</p>	
<p><b>Section 12.6:</b> Overall experience and balance of the design team, including proposed key personnel who will be responsible for design development of the project, including proposed consultants from other required core design disciplines (structural engineer, building services engineer, landscape architect, transport consultant).</p>	<b>20%</b>	<p>Team organogram showing key positions within the design team and proposed interactions with the Client/Balfour Beatty and Key Stakeholders.</p> <ul style="list-style-type: none"> <li>• Brief CVs for key members of the design team demonstrating professional qualification, recent project experience, current position and proposed role within the team. Reference should be made to the contract example case studies where possible. Please indicate where firms from the other core required design disciplines were involved in the delivery of the projects shown.</li> </ul> <p>Featured images should be clearly annotated to explain to which projects, consultant firms and personnel they refer. If a collaborative approach with another firm of architects is proposed, the respective roles and anticipated delivery arrangement must be clearly articulated. The information should be presented over a total of x2 single sides of A4 for the lead firm, and a further total of x4 single sides of A4 for the other required core design disciplines.</p>	

## 14. SUBMISSION INSTRUCTIONS

The deadline for submissions of Expressions of Interest is **14:00 (GMT) on 27 October 2020**.

The EoI must be submitted in English (including all additional information). Any financial data provided must be submitted in or converted into GBP Pounds Sterling. Where official documents include financial data in a foreign currency, a Pounds Sterling equivalent must be given.

The EoI, including Submission Form must be completed in its entirety, with an electronic version (PDF format) of the completed EoI return submitted via RIBA Competitions' digital submission portal (RIBASubmit). **Your individual link giving access to the portal will be provided via email upon registration.**

*[Expressions of Interest will not be accepted through other submission routes. Expressions of Interest will not be accepted after the deadline has passed.]*

Registered applicants are advised to aim to submit their Expression of Interest **at least 3 hours before the deadline** and to check that they have successfully uploaded all of the required documents.

In the very unusual circumstance of technical issues with the RIBA Competitions' digital submission portal at the point of submission registered applicants should contact RIBA Competitions on 0113 203 1490.

A total upload limit of 30Mb will be available, but applicants are requested to keep file sizes as small as practicable whilst ensuring that the information presented is readily legible. A secure link for this purpose will have been sent to the email address entered in the registration form used to request the Submission Form and Unique Reference Number [L#].

If, at any time during the evaluation of the EOI, the Client discovers that any information or documentation submitted by an applicant is or appears to be incomplete or erroneous, or missing, the Client may (but shall not be obliged to) ask you to submit, supplement, clarify or complete the relevant information or documentation.

*[Such requests must be responded to within 24 hours and if the Client decides in a particular case to make such a request it shall do so on a fair basis to all applicants so that every applicant will be given the opportunity, where appropriate, to re-submit the information or documentation requested.]*

Each consultant firm from the required core design disciplines must complete the Submission Form comprising of, Part 1 (Potential Supplier Information) and Part 2 (Exclusion Grounds) of the EoI. The architect firm/s leading the design team should in addition complete Part 3 of the EoI.

Applicants may wish to submit the Submission Form documents as an appendix to their EoI. Applicants electing to submit a separate Appendix should append a Front cover sheet displaying the name of the lead firm, together with the names of proposed firms from the other required core design disciplines. File names should consist of the URN [L#] assigned to the applicant by RIBA Competitions, together with the name of the firm leading the design team:

- **L#\_Lead firm name\_EoI.pdf**
- **L#\_Lead firm name\_Submission Form.pdf**
- **L#\_Lead firm name\_Submission Form\_Consultant Name.pdf**

Any other appended files should follow a similar file-naming protocol.

## 15. CHANGES TO EOI RESPONSE

The Client recognises that arrangements in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Client immediately of any change in the proposed arrangements and ensure

a completed Part 1 and 2 of the Submission Form is submitted for any new organisation relied on to meet the selection criteria. The Client/Balfour Beatty will make a revised assessment of the submission based on the updated information.





## 16. SCORING GUIDE

Score (points)	Definition	Benchmark
10	<b>Excellent</b> response to question	<i>In the opinion of the evaluators, the applicant's response provides information which addresses all requirements and provides good or excellent quality relevant supporting evidence, which to some material degree provides evidence of an exemplary or class leading response.</i>
8–9	<b>Very Good</b> response to question	<i>In the opinion of the evaluators, the applicant's response provides information which addresses all requirements and provides very good or excellent quality relevant supporting evidence.</i>
6–7	<b>Good</b> response to question	<i>In the opinion of the evaluators, the applicant's response provides information which addresses all requirements and provides good quality relevant supporting evidence which to some material degree provides evidence of a good response.</i>
4–5	<b>Adequate</b> response to question	<i>In the opinion of the evaluators, the applicant's response provides information which addresses all requirements; but the supporting evidence is less than good in some material degree or is of limited relevance to the response.</i>
2–3	<b>Poor</b> response to question	<i>In the opinion of the evaluators, the applicant's response provides information which addresses all requirements. BUT the Applicant's response fails to provide relevant supporting evidence; or the evidence is not relevant to the response required.</i>
1	<b>Deficient</b>	<i>In the opinion of the evaluators, the response does not adequately address the stated requirements in respect of the project and the criterion being scored.</i>
0	<b>Not answered</b>	<i>The applicant failed to provide a response.</i>

## 17. PHASE TWO DOCUMENTS AND PROCESS

The following documents will be made available to shortlisted teams at phase two:

- **Phase Two Design Brief and ITT**
- **Site plan.dwg**
- **GPR survey showing utilities in .dwg**
- **Topographical survey in .dwg**
- **Desktop Study**

*(The objective of this report is to evaluate current and former uses of the site and the surrounding area, and the nature of any potential environmental or geotechnical hazards or physical constraints that may exist as a result)*

It is envisaged that up to five applicants will be shortlisted to proceed to the concept phase of the competition. Shortlisted teams will be invited to a site visit and briefing session and will be provided with further information to enable them to outline their design strategy, approach to the site opportunities through the following outcomes:

- **3 No. A1 Sheets**
- **Design Report**
- **Statement on Costs/ high level appraisal of the headline budget**
- **Submission of a competitive fee proposal**

Following the submission of concept designs each shortlisted team will be invited to give a presentation to the Evaluation Panel and participate in a question and answer session.

## 18. COPYRIGHT

The ownership of copyright will be in accordance with the Copyright, Designs and Patents Act 1988 – i.e. Copyright rests with the author of the submitted design.

## 19. HONORARIA

Each Applicant invited to submit a design submission who submits the required documentation and gives an interview presentation will receive an honorarium payment of GBP £6,000 (+VAT).

Honorarium payments will be paid to the Lead Consultant firm from each multi-disciplinary design team. The Client will undertake to make the honorarium payments within 30 calendar days of the clarification interview presentations and on submission of an invoice to RIBA Competitions. No payments will be made in respect of the EoI phase.

## 20. POST COMPETITION COMMITMENT AND PROGRAMME

Following public announcement of the result, the selected team will initially be appointed by Balfour Beatty to undertake the **RIBA 1 and 2** design (subject to funding being secured). The terms and conditions for the design contract, based on an NEC4 Professional Services Contract, will be issued as part of the Phase 2 competition documents along with the Phase Two design brief. The selected team will then work alongside Balfour Beatty to develop a design which is both affordable and buildable within set timescales.

Subject to design, cost and programme approvals at the end of RIBA 2, the design will then progress through to detailed design and construction, with the intention being that construction will commence post 2023. It is the aim of Leeds City Council that the selected design team will be retained to work on the project until completion, however this is subject to further funding being secured.

## 21. DISCLAIMER

This is an Expression of Interest Phase only. Nothing in this briefing document or accompanying Submission Form is to be construed as implying commitment by the Client that it will award a contract. The Client is not obliged to accept any submissions or enter into any contract pursuant to process and reserves the right in its absolute discretion to withdraw from or terminate the process set out in this document at any time, for any reason and without prior notice to the applicants and at its sole discretion re-invite proposals on the same or any alternative basis. Any expenditure, work or effort undertaken is accordingly a matter solely for the commercial judgement of the applicants. The Client will not reimburse any expense incurred by teams in preparing their Expression of Interest.

Applicants are responsible for obtaining the information which they consider necessary in connection with the competition and must form their own judgement on its validity and suitability. Each applicant must make its own independent assessment after making such investigations. The subject matter of this Mol and/or the Eol return shall only have a contractual effect when it is incorporated into the express terms of an executed contract.

The Client and Council (including its employees, agents, consultants, advisers and representatives) does not make any representations or warranties (express or implied) or accept any liability or responsibility (other than in respect of fraudulent misrepresentation) in relation to the adequacy, accuracy, reasonableness or completeness of the information in this Mol or any part of the Submission Form or Mol (including but not limited to, any loss or damage arising as a result of reliance by the Competitor on the information or any part of it).

## 22. CONFIDENTIALITY

The information supplied with this document and all other information whether written or oral made available at any time to applicants by or on behalf of the Client in connection with this Competition is provided on the basis that the applicant, their sub-contractors and/or respective advisers will keep such information provided confidential at all times and that such information will only be used for the purpose of participating in this competition. For the avoidance of doubt nothing in this paragraph shall prevent an applicant from passing the information provided to its employees, potential sub-contractors and professional advisers in connection with this procurement provided such persons agree to treat such information as confidential in accordance with the duty described in this paragraph.

The duty of confidentiality in this paragraph does not apply to information:

- i. which is in or enters the public domain otherwise than by breach of an obligation of confidentiality; or
- ii. which is or becomes known from other sources without breach of any restriction on disclosure; or
- iii. which is required to be disclosed by law or any professional or regulatory body.

## 23. NOTIFICATION OF RESULT/PUBLICITY

Applicants and participating bid teams will be required to maintain confidentiality throughout the procurement process and not identify themselves; the names of short-listed applicants; or the names of successful or unsuccessful applicants; or release any design proposal images etc. to any third parties or media outlets until after an official announcement has been made, they have been advised by RIBA Competitions and/or any related embargoes have elapsed.

Once any anonymity restrictions or embargoes have been lifted, authors of all proposals will be duly credited and recognised in all associated media publicity.

## 24. DATA SHARING

All documents submitted via RIBASubmit by participants will be made available to Balfour Beatty and Leeds City Council for the purposes of the Competition.

## 25. ENQUIRIES

**RIBA Competitions are assisting the Client with the management of the competition process.**

Representatives from the Client, Balfour Beatty and members of the Evaluation Panel should not be directly solicited for information as this may lead to disqualification from the process.

All queries relating to the Expression of Interest Phase should be submitted via email to [riba.competitions@riba.org](mailto:riba.competitions@riba.org) applicants should refer to the Competition Timetable regarding the latest deadline by which to raise queries.

The intention will be to make advice arising from queries received available to all applicants (where doing so is in the interest of maintaining transparency and fairness in the procedure and would not constitute a breach of commercial confidentiality) via RIBASubmit, so those wishing to access the Q&A documents should register via the registration form indicated in Section 8.





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