

New Community Centre for Shinfield

Expression of Interest
with Selection Questionnaire

November 2017



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1. Introduction

Shinfield Parish Council (SPC) is seeking a multi-disciplinary architect led team for a new community centre to provide facilities to meet the needs of the local community. New community facilities have been identified as essential infrastructure within the Wokingham Borough Core Strategy Development Plan and their expected usage defined within the Wokingham Borough Council Shaping Our New Communities document. The proposed 560m² new building will be situated next to the existing Parish Hall standing on the site of the old British Legion building. The new building could be a single or two storey building, which could be linked physically, or by courtyards or covered walkways to the existing parish hall, allowing the existing parish hall to continue to provide additional space over that proposed in the new building. New facilities are required to meet the future demands of the growing community, in the longer term there may be an opportunity for further expansion on the site if demand for further space was deemed necessary by way of demolishing and rebuilding the existing parish hall to make way for an extension to the new building. The new building should face the new proposed development of village shops which will sit around the School Green and be the main entrance to the whole facility. Other future developments around the square will comprise a 25,000 sq. ft. supermarket and ancillary retail units. It is envisaged that the community centre will help to integrate the entire site, acting as a focal point and ensuring it becomes an attractive and desirable place to visit that encourages both local people and visitors from further afield.

The project budget is £2,320,000, inclusive of Fees, contingencies and maximise associated development requirements, for example additional car parking, open/closed courtyard public seating etc. and VAT, with an estimated construction cost of £1,232,000. The majority of the funding is being provided by Wokingham Borough Council Section 106 funds.

The Shinfield Community Centre Management Committee (SCCMC) has been formed as a partnership between SPC and WBC to manage the delivery of the new Community Centre and is responsible for all decisions related to scope and content of the facility.

Ultimately the aim is to provide a sustainable, multi-functional building which can be adapted for all purposes. The community centre will become the focal point of the community providing much needed space for local clubs, societies and commercial organisations.

2. Community Centre activities

The main halls and meeting rooms will be available to let to clubs, societies and commercial organisations throughout the day, evenings and weekends with on-site management available at all times the centre is open. SPC will actively market the facility amongst clubs, societies and local businesses to generate income as quickly as possible to ensure the building meets its financial targets. The marketing plan will include open days for local companies and organisations to come along and view what the centre has to offer.

Each of the Community Centre halls and the meeting rooms will need to be fitted with Audio Visual (AV) equipment to allow for the widest possible use. All halls and rooms will provide free Wi-Fi and facilities for the provision of refreshments and catering.

SPC marketing materials will promote all local facilities not simply the new centre and the Council will work with Grazeley Village Hall, Spencer's Wood Village Hall, the local churches and other facilities to provide integrated information and booking systems. One of the main objectives of this would be to maximise use and income of all Shinfield Parish meeting places. Indeed, this approach may offer a unique opportunity to provide large amounts of conference space in the centre of the Thames Valley.

The Council hopes to be able to establish a number of specialist clubs where perhaps lunch could be provided on a regular basis to single older people or simply provide whist drives or simple exercise classes for elderly or disabled residents.

There is no general youth provision in Shinfield Village currently and the council is considering what can be done to provide an appropriate weekly meeting place for teenagers. The AV system could include installation of a large screen system with a mini theatre. This could be used for education use and as a small specialist cinema showing specialist interest films or providing communal facilities for televised sporting events or gaming events for the youth service. For example; a new concept is the introduction of gaming competitions where people of all ages take part in challenging games against one another, as this is also becoming a spectator event.

3. The Community Centre Building design

The allocation of space for the various functions is to be considered across both buildings and due consideration shall be given to security and safety for users and staff.

The internal finish of the building will be modern, high quality both in image and materials used so that it does not have the appearance of a utility village hall where often decor and fittings are lowest possible cost. The council envisages a sustainable building which uses as many modern environmental techniques as can be justified by cost/benefit to reduce energy and maintenance costs. SPC aspires to achieve the highest environmental standards in the building and will investigate how it may utilise the expertise of the University of Reading to design a landmark building showcasing modern technology.

SPC expects that the design will integrate the whole site to ensure it becomes an attractive and desirable place to visit that encourages both local people and visitors from further afield. For example, it is felt that the public toilet facilities should be incorporated in the village centre as these would themselves encourage visitors.

There will be a reception area, Centre Manager's office, a cafe facility, one large hall divisible into two smaller units with a link through to the existing parish hall. Toilets for both sexes including disabled facilities and a baby changing point should be provided. Provision of changing or showers facilities is not required. There is a requirement to provide a children's facility of some 85m² with secure external area, it is anticipated that ultimately this will be provided in the existing parish hall. A draft schedule of accommodation will be included as part of the ITT documentation.

The new building should contain a large hall capable of being divided into two smaller units, a secondary smaller hall to be used as a Council chamber, providing further facilities for other groups and a number of meeting rooms of varying sizes.

It is envisaged that a cafe facility will be provided with its own kitchen to provide drinks and snacks open for staff and other building users, and this might be considered as a focal point to the main entrance area. Within this cafe or elsewhere there is a requirement to provide modern self-service library facilities. The library needs to accommodate a computer, RFID scanner, receipt printer and small printer. A self-service kiosk and shelving will be required to accommodate approximately 3000 books.

The Parish Council aspires to provide new office accommodation for its existing and potentially larger staff numbers; this should include a small meeting room and perhaps a separate reception area so that everyday services to local residents can be provided without access to the main Council offices.

If the design incorporates a second floor then it is proposed that the Council offices remain on the ground floor and perhaps the secondary hall is located on the second floor, this should allow for a small tea/coffee facility, perhaps a couple of meeting rooms plus unisex/disabled toilets and a small passenger lift.

It is not the Council's intention to make any provision for hall sports activities other than those which can be accommodated in a hall of normal height and dimensions. For example they will not allow Badminton or similar games to be played but exercise classes and similar would be welcomed.

4. Overview of the Procurement Procedure

The selection of an architect led multi-disciplinary team is being procured by Shinfield Parish Council and Wokingham Borough Council in accordance with the requirements of the Restricted Procedure as set out within Regulation 28 of The Public Contracts Regulations 2015.

RIBA Competitions is assisting the Council with the management of the competitive process. The selection process will be organised over the following phases:

Phase 1:

Expression of Interest with Selection Questionnaire

Responses to the Selection Questionnaire will be used to select a shortlist of suitable candidates to proceed to the Tender (design competition) phase.

Phase 2:

Invitation to Tender

Submission of Tender responses: As part of the Tender return, shortlisted Teams will be required to develop concept proposals to illustrate design intent and their approach to the project. Further detail about the Tender phase is set out in Section 13.

5. Procurement Timetable

Activity	Estimated Date
Issue OJEU Notice	Wed 1st Nov 2017
Release of Memorandum of Information and SQ	Thurs 2nd Nov 2017
Latest date for queries relating to the SQ	Fri 17 th Nov 2017
Deadline for receipt of SQ returns	14:00 Mon 4 th Dec 2017
Moderation Meeting and Selection of Shortlist	Wed 13 th Dec 2017
Shortlist notified Notification to Unsuccessful candidates	W/C 18 th Dec 2017
Issue ITT to Shortlist	19 th Dec 2017
Site visit & Briefing Session for Shortlisted teams	W/c 8 th Jan 2018
Latest date for queries relating to the ITT	Tues 23rd Jan 2018
Memorandum issued in response to queries	Tues 30 th Jan 2018
Submission of Tenders	14:00hrs Fri 23 rd Feb 2018
Clarification Interviews	Mon 19 th Mar 2018
Notification of Result and start of 10 Day standstill period.	Tues 27 th Mar 2018
Public Announcement of result	Mon 9 th April 2018

The timetable is indicative only and Shinfield Parish Council reserves the right to change it as its discretion. Candidates will be notified of any changes made to the timetable.

6. Competition Registration

In order to be considered for the project, candidates must submit a completed SQ. Candidates who intend to submit an SQ return must obtain an editable version of the SQ document together with a Unique Reference Number by completing the online request form available at:

<https://ribacompetitions.wufoo.eu/forms/shinfield-community-centre/>

RIBA Competitions will issue a URN [SP#] to interested parties within 2 working days of submitting the online request form. Candidates should refer to the notes for completion section of the SQ together with submission instructions provided at section 7 of this Memorandum of Information.

Information available to candidates at the Selection Questionnaire Phase

The following documents will be made available to candidates on submission of the online request form.

- Shinfield Community Centre Memorandum of Information.
- Invitation to Tender (in draft form)
- Editable version of Selection Questionnaire

7. Submission Instructions for return of SQs

The SQ 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 SQ must be completed in its entirety, with an electronic version (PDF format) of the completed SQ return submitted via RIBA Competitions' digital submission portal (RIBASubmit). A total upload limit of 20Mb will be available, but candidates are requested to keep file sizes as small as practicable whilst ensuring that the information presented is legible. A secure link for this purpose will have been sent to the email address entered into the registration form used to request the SQ and Unique Reference Number [SP#].

The file name of the completed SQ should consist of the URN [SP#] assigned to the Candidate by RIBA Competitions, together with the name of the architect firm:

URN#_Architect Firm Name_SQ.pdf

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

The contract example case studies and CVs of the Professional and Technical Ability component of the SQ return (Section 8.3A and Section 8.3B) must use Arial 11 point typeface (or close equivalent). Candidates may elect to submit these sections as a separate, collated Appendix provided the requested information is presented and numbered in the order set-out in the SQ and the responses do not exceed the specified page limits. Candidates electing to submit a separate Appendix should append a Front cover sheet displaying the URN [SP#] and name of the architect Firm. The Appendix should be named:

URN#_Architect Firm Name_Technical & Professional Ability.pdf

Candidates are strongly advised to familiarise themselves with RIBA Competitions' digital submission portal and allow sufficient time for their SQ return to successfully upload in advance of the deadline stated in Section 5 of this briefing paper for receipt of SQ returns. The portal system will not allow material to upload after the deadline has expired.

8. Eligibility

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

The architect will act in the role of Lead Consultant for the Shinfield Community Centre Scheme. As per the Construction (Design and Management) Regulations 2015, the architect firm should include provision of an organisation or individual with sufficient knowledge, experience and ability to

perform the role of Principal Designer with responsibility for co-ordination of Health and Safety during the pre-construction phase.

The multi-disciplinary design team should also include (as a minimum) the services of a structural and civil engineer, building services engineer, together with any other specialists the Participant considers may be necessary to service the contract. On appointment, the architect firm leading the design team will act in the role of Lead Consultant for the Project. SPC intends to enter into a single contract with the Lead Consultant.

The Quantity Surveyor retained by Shinfield Parish Council will, based on the drawings and outline specification submitted at the tender and design phases of the selection process, undertake cost feasibility checks on the concept designs.

9. Commitment

This is a Selection Questionnaire stage only. Nothing in this Briefing paper or accompanying SQ is to be construed as implying commitment by Shinfield Parish Council that it will award a contract. Shinfield Parish Council is not obliged to accept any submissions or enter into any contract pursuant to this procurement and reserves the right in its absolute discretion to withdraw from or terminate the process set out in the SQ and this Memorandum of Information at any time, for any reason and without prior notice to the Candidates 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 Candidate. Shinfield Parish Council will not reimburse any expense incurred by Candidates in preparing their responses to the Selection Questionnaire.

10. Disclaimer

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

Shinfield Parish 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 the SQ, this Memorandum of Information or any part of the SQ or Memorandum of Information (including but not limited to, any loss or damage arising as a result of reliance by the Candidate on the information or any part of it).

11. Changes to the SQ response

The Candidate must confirm whether there has been any change in relation to the information submitted at the SQ stage. Where any change has occurred, the Candidate must provide updated equivalent information to that requested in the SQ.

Shinfield Parish Council reserves the right to disqualify any Candidate where there is a change to any aspect of its response to the SQ if such Candidate has failed to notify the Council of such change or, having notified the Council, the Council considers the effect of the change is such that the basis of the evaluation for the purpose of selecting potential Participants, the Candidate would not qualify.

12. Approach to the Evaluation of Selection Questionnaire returns

12.1 Evaluation summary

The objective of the selection process is to assess the responses to the Selection Questionnaire. Responses to the SQ will be used in the evaluation process to determine Candidates' qualification for inclusion to proceed to the next stage of the procurement process. Each SQ return will be evaluated in the same manner as per the methodology outlined in this section.

The SQ document indicates which responses are to be provided for information purposes only, PASS/FAIL questions that the Council considers essential to perform the contract, and which responses are to be scored. Failure to meet PASS/FAIL will be a ground for rejection of Candidates.

12.2 Economic and Financial Standing

Please refer to section 4.2 of the accompanying SQ document in respect of the minimum financial threshold identified for the architect firm proposing to act in the role of lead consultant for the multi-disciplinary design team.

Shinfield Parish Council will reserve the right to ask Candidates to provide information to demonstrate their economic and financial standing if they are Invited to Tender following the shortlisting of the SQs.

It is anticipated at this stage that, on appointment, the successful architect team will be required to have or obtain Professional Indemnity Insurance cover of GBP £3m in respect of the project.

Candidates who do not currently hold the required Professional Indemnity Insurance cover will, if shortlisted, be asked to separately identify within their Tender proposals any additional costs in increasing their Professional Indemnity cover to the required level.

Please refer to Section 8.1 of the accompanying SQ document for the requirements in respect of Employer's Liability Insurance and Public Liability Insurance.

12.3 Evaluation of Technical and Professional Ability section of the SQ return

The Technical and Professional Ability component of the SQ return will be appraised by an Evaluation Panel. This is the key section of the return for Candidates to use to differentiate

themselves and demonstrate to Shinfield Parish Council why they should be shortlisted for the Community Centre project.

SELECTION CRITERIA	AS EVIDENCED BY	Weighting	Evaluation Notes
<p>Ability to design & deliver buildings of architectural distinction of a similar nature, scale &/or budget to the Shinfield Community Centre.</p> <p>Illustrative case studies should be presented for two (2 No.) of the contract examples given under Section 6.1 of the SQ which demonstrate:</p> <ul style="list-style-type: none"> ▪ Design of buildings that successfully combine several community functions &/or service providers within a single facility ▪ Sustainable design approach with environmental credentials equivalent to BREEAM Excellent standards and A rated EPC level of energy efficiency. ▪ Evidence of delivering buildings fit for purpose, practical to build which have met the needs of the client and which represent value for money and stand the test of time <p>Please provide a brief description of the contract delivered and outline its relevance to the Shinfield Community Centre project. 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 in response to section 8.3A of the SQ.</p>	<p>Section 8.3A of the SQ</p>	<p>40%</p>	<p>Contracts for supplies or services should have been performed during the past five (5) years and relate to the architect firm wishing to be considered for the opportunity.</p> <p>Candidates should consider the relevance & 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 study 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. Similarly, whilst Candidates may elect to include projects which reached completion beyond the stipulated 5 year limit, their inclusion may limit the current technical & professional ability of the architect firm to be appraised.</p> <p>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) &/or firms they refer.</p>
<p>Ability to design & deliver buildings to budget & programme on sites with challenging sets of constraints.</p> <p>An illustrative case study (1 No.) should be presented for one of the contract examples given under Section 6.1 of the SQ which demonstrates:</p> <ul style="list-style-type: none"> ▪ Creative but deliverable design and specification, with a project delivered to time and in line with projected budget estimate ▪ Delivery of projects that have successfully 	<p>Section 8.3B of the SQ</p>	<p>20%</p>	<p>Greater weight will be applied to the contract example case studies where individuals named in the CVs were involved in delivery of the project shown.</p>

<p>addressed the complex interaction between buildings, public realm and place-making</p> <p>Please provide a brief description of the contract delivered and any similarities in the challenges faced to those likely to be encountered on the Shinfield Community Centre project. 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>Overall experience and balance of the design team, including proposed key personnel who will be responsible for design development & delivery of the project, including proposed consultants from other required design disciplines</p> <ul style="list-style-type: none"> ▪ Brief CVs for key members of the 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 ▪ Team organogram showing key positions within the design team and proposed interactions with the Council; <p>The information should be presented over a maximum of x4 single sides of A4.</p>	<p>Section 8.3C of the SQ</p>	<p>20%</p>	<p>CVs will be evaluated as a package. Greater weight will be given where reference is made to the contract example case studies where possible, and where firms from the other core required design disciplines were involved in the delivery of the case study projects.</p> <p>Projects undertaken at a previous firm may (with appropriate recognition) be included but the role in developing the scheme – design team leader, project architect – must be clearly outlined. Images should be clearly annotated to indicate to which projects, firms & personnel they refer.</p> <p>If a collaborative approach with another firm of architects is proposed, the respective roles and anticipated delivery arrangement must be clearly articulated.</p>

<p>Ability to successfully engage local communities with proposed developments. An illustrated response should be prepared giving 2 No. examples which demonstrate:</p> <ul style="list-style-type: none"> ▪ Techniques & methods employed to engage communities in design development, and take on board their ideas and concerns ▪ The level of buy-in achieved for the scheme or proposed development <p>If a collaborative approach with another firm of architects is proposed, the examples should relate to the firm who would lead the engagement, or an example should be provided from each firm if it is envisaged that both forms would be involved. The information should be presented over a maximum of x2 single sides of A4.</p>		20%	<p>The examples shown do not need to be the same projects as those included as the illustrative case studies in response to 8.3A and 8.3B</p>
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The following scoring guide will be used to evaluate Technical and Professional Ability:

Score	Definition	Benchmark
9-10	Excellent response to question	In the opinion of the evaluators, the Candidate'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.
7-8	Very good response to question	In the opinion of the evaluators, the Candidate's response provides information which addresses all requirements and provides very good or excellent quality relevant supporting evidence.
5-6	Good Response to question	In the opinion of the evaluators, the Candidate'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.
3-4	Adequate response to question	In the opinion of the evaluators, the Candidate'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.
0-2	Poor response to question	In the opinion of the evaluators, the Bidder's response provides information which addresses all requirements. But the Candidate's response fails to provide relevant supporting evidence; or the evidence is not relevant to the response required.

(i) Candidates must obtain a score of four or more against each of the sections used to demonstrate Technical and Professional Ability in order to be further considered for the contract opportunity.

(ii) Members of the Evaluation Panel will independently review each SQ return and assign a score against each question to be scored. Scores will be collated and a moderation meeting held

to discuss each SQ return. At that meeting, evaluator’s scores will be moderated, with weightings applied to the agreed scores accordingly.

(iii) The weighted overall score achieved and weighted consensus score for each scoring criteria will be released to Candidates upon completion of the SQ stage. Additional feedback will only be provided upon request.

13. Selection of teams to participate in Tender phase

The weighted overall score arising from the evaluation of the Technical and Professional Ability section of the SQ will be used to order the returns in order of highest to lowest for the purpose of shortlisting and selection of suitably qualified Candidates. It is proposed that the five highest scoring Candidates (subject to them meeting Shinfield Council’s minimum criteria) will be invited to proceed to the ITT phase.

14. Evaluation Panel

Name	Affiliation
Peter Hughes	Chairman, Shinfield Parish Council
Andrew Grimes	Vice Chairman, Shinfield Parish Council
Barrie Patman	Councillor, Wokingham Borough Council
Andy Glencross	Green Infrastructure Service Manager, Wokingham Borough Council
Jonathan McDowell	Director, Matter Architecture, acting as RIBA Advisor
Susan Roberts	Shinfield Parish Council Clerk *
Hannah Rylatt	RIBA Competitions**

* Sue Roberts will attend to coordinate the process.

**Hannah Rylatt, RIBA Competitions will attend the assessment to document the process and provide procedural support.

In the event of a Panel member being unable to act through illness or any other cause, Shinfield Parish Council, in consultation with RIBA Competitions, reserves the right to appoint an alternative Panel member.

15. Invitation to Tender phase

Reference should be made to the draft Invitation to Tender documents that are available to Candidates on registration. It is anticipated that the Tender phase of the procurement process will involve:

- A group site visit and briefing session to review the project aspirations and constraints which will include a presentation from the Client team.

- Submission of x2 No A1 boards illustrating the proposed approach to the project and design concept; a design report; including an outline specification (and accompanying drawings for cost feasibility check purposes) together with the return of tender documentation to include a schedule of fees for the Scope of Architectural Services to be provided.

The design submission will outline the Participant’s approach including its understanding of the Councils requirements and how it would work with Council representatives and other stakeholders to ensure successful delivery of an aesthetically distinguished scheme to programme and budget.

- The process will conclude with a clarification interview and teams making a presentation to the Evaluation Panel. The purpose of the interviews will be to provide architect teams with an opportunity to present their design concepts as tendered, and to enable Panel members to seek clarification on any issues that are unclear from their initial appraisal of the tender return.

16. Award Criteria for ITT

The aim of this procurement is for Shinfield Parish Council to select a preferred multi-disciplinary design team on the basis of the Most Economically Advantageous Tender. Further details of the Award Criteria will be included in the final version of the Invitation to Tender document issued to shortlisted architect Firms but are expected to comprise:

Award Criteria	Weighting
Quality	
1) Overall quality of the design concept, including appropriateness of the proposed response to the site, its constraints & opportunities.	25%
2) Response to the Brief & issues including environmental, economic and social sustainability.	20%
3) Understanding of Client expectations, ability to work in partnership with stakeholders & engage the local community as demonstrated through the overall approach & presentation at interview	20%
4) Understanding of and capacity to deliver the design concept on time and within the stated construction budget envelope	15%
Cost	
5) Submission of a competitive fee proposal (broken down per RIBA work stage) whilst demonstrating a sufficient level of resourcing to deliver the quality and scope of design services required	20%

The Quality and Cost scores for each tendering bid team will then be aggregated to determine the preferred bidder. It is Shinfield Parish Councils intention to appoint the Tenderer with the highest aggregated score at the end of the design competition. However Shinfield Parish Council will reserve 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.

17. Honoraria

Each tendering team who submits a compliant Tender for the competition phase and gives a clarification interview presentation will receive an honorarium payment of GBP £4,000 (+VAT). Honorarium payments will be paid to the Lead Architect firm from each design team. Shinfield Parish Council 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 SQ phase.

18. Post-Procurement Commitment

The winning team will provide services identified in the RIBA scope of works for stages 1 to 7 and shall fulfil the role of Lead Designer (CDM Regulations, 2015).

The SCCMC and its agents at Wokingham Borough Council will provide all information in their possession, which may not be complete, in support of their duties as client.

The Architect will act as Contract Administrator.

The architect shall appoint all sub-consultants necessary to complete all the phases of the project including design development, planning application, tender design information and construction.

The sub-consultants shall include but not be limited to structural design engineers, building services (mechanical and electrical) engineers, environmental designers and town planners. (if service is not provided by the architect firm).

Design work shall include the development of the new building, internal remodelling of the Shinfield Parish Hall and design of external areas between and around the two buildings.

The budget for the project will be agreed with the Cost Consultant/Quantity Surveyor following the submission of a Pre-Tender Estimate inclusive of VAT at the prevailing rate and including all fees.

The RIBA Stage 1-3 appointment will be on a lump sum fee basis which is to include for all disbursements for all aspects of the project other than Local authority Building Regulations and Planning Fees. RIBA stages 4-7 will be a percentage of the £1,232,000.00 construction cost.

It is Shinfield Council's intention to appoint the successful architect firm to develop the design proposals up to RIBA Stage 7. It is anticipated that the project will follow traditional construction procurement.

19. Project and Operational Management

The Project Initiation Document identified Project Management arrangements which combined with the proposal that construction procurement is managed by WBC's property team will provide robust project controls. It is intended that the SCCMC will continue after completion of construction and handover, with altered membership, to manage the centre in longer term.

The Project Board includes parish councillors, borough councillors, borough officers and other stakeholders.

SCCMC will appoint Cost Consultants/ Quantity Surveyors to prepare Tender Documents and forms of Contract.

20. Terms of Engagement

It is anticipated the architect will be engaged through a joint agreement to be finalised between SPC and WBC based on RIBA standard terms

21. Publicity

Participants will be required to maintain confidentiality throughout the procurement process and not identify themselves; the names of short-listed participants; or the names of successful or unsuccessful bidders; or release any design proposal images etc. to any third parties or media outlets until after an official announcement has been made, and/or any related embargoes/mandatory standstill periods 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.

22. Enquiries

The competition is being managed by RIBA Competitions. Members of the Evaluation Panel and Client body representatives should not be solicited for information as this may lead to disqualification from the competition. All queries relating to the Selection Questionnaire phase should be submitted via email to riba.competitions@riba.org and contain Shinfield Community Centre in the 'subject' header line, with the body of the text clearly identifying to which section of the SQ or the Memorandum of Information the question relates. Candidates should refer to the Procurement Timetable regarding the latest deadline by which to raise queries.

The intention will be to make advice arising from queries received available to all Candidates via the email address entered into the registration form, where doing so in the interest of maintaining transparency and fairness in the procedure, and would not constitute a breach of commercial confidentiality.

RIBA Competitions

No. 1 Aire Street

Leeds

LS1 4PR

0113 203 1490

riba.competitions@riba.org