PHASE ONE
Memorandum of Information

June 2017

www.thamesmeadnow.org.uk/southmere-library
We are looking for innovative architects to design a stand-alone, purpose-built library in the heart of Southmere Village in London’s new town, Thamesmead.
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1 Introduction

Peabody is seeking Expressions of Interest from architect firms for a new, purpose-built library building at the heart of Southmere Village, which is the first phase of the planned 1,622 new homes to be delivered as part of the Abbey Wood and South Thamesmead Housing Zone. Consultants from other required design disciplines in respect of the project will be appointed directly by Peabody. This could include working with local artists to potentially incorporate art works within the building. A budget of GBP £3.9–4.5m, inclusive of professional fees, has been identified for the building shell, with the London Borough of Bexley to be responsible for the fit-out of the library shell, against which a budget of GBP £0.76m has been identified.

This new civic building will be located on the south side of Southmere Lake within 10 minutes’ walk of the easternmost terminus of the new Elizabeth Line at Abbey Wood. This new state-of-the-art building will serve the needs of new, existing and future generations of communities living in the area, with a 21st Century library and learning space to the ground floor and with potential to accommodate other civic functions, including learning, health and well-being on its upper floor(s).

2 Background to Thamesmead, Southmere Village & the New Civic Library Building

Thamesmead is located within the London Borough of Bexley and the Royal Borough of Greenwich and lies alongside four miles of riverfront on the south bank of the River Thames. It was developed as a new town in the 1960s by the Greater London Council with construction on the Erith and Plumstead Marshes continuing into the 1970s. Thamesmead is home to over 40,000 people and is known for its abundance of green spaces – with five lakes, 7km of waterways, over 150 hectares of open space and two nature reserves.
Peabody announced its proposals for the regeneration of the area in Spring 2016, with the London Borough of Bexley (LB Bexley) granting planning consent in October 2016 for four planning applications that will deliver up to 1,622 homes in the Abbey Wood and South Thamesmead Housing Zone (AWST HZ) along Harrow Manor Way. A detailed planning application was submitted for Southmere Village, together with outline planning applications for Binsey Walk, Coralline Walk and Sedgemere Road. Southmere Village will bring new life to South Thamesmead with a new wave of homes, shops and amenities set against the stunning backdrop of Southmere Lake.

The AWST HZ programme will be delivered over the next 10 years and will establish an important route through the area – from Southmere Lake to Abbey Wood station, soon to be the new eastern-most terminus for the Elizabeth Line. The first phase to be delivered, Southmere Village, has detailed planning consent comprising 525 homes, shops and cafés, together with a library, public square and space for outdoor activities.

Peabody has signed an agreement with LB Bexley to build and then lease the library space to the Council. LB Bexley has funding committed to provide library services in Thamesmead as one of the six core libraries in the Borough. The library service has an annual revenue budget to cover the costs of delivering the service.

Harrow Manorway will be improved (works commencing May 2017) and will be complemented by Southmere Lane. The introduction of this quiet route parallel to Harrow Manorway will offer cyclists and pedestrians a safe and logical route from Abbey Wood Station to Southmere Lake and the new civic library building. South of Yarnton Way it divides to create connections from the south to the Ridgeway crossing and further to North Thamesmead.

Alongside the development of new homes and infrastructure, Peabody is investing in a range of place-making initiatives including a wider meanwhile use programme, an arts and cultural programme and commercial strategies underpinned by an extensive socio-economic programme.
3 Policy Context

In February 2015 the Mayor of London confirmed Abbey Wood and South Thamesmead as one of nine Housing Zones within an overall investment value of £320 million, with £50 million through grant funding.

AWST has long been identified as an area in need of regeneration. Long before the announcement of the area’s Housing Zone status, the principle of regeneration of the area had been established within the Bexley Core Strategy (February 2012); London Plan incorporating Minor Alterations to the London Plan (MALP) 2016; Abbey Wood and Thamesmead Supplementary Planning Guidance Document (June 2009) and the South Thamesmead Regeneration Framework (2012).

4 Project Aims

As Lead Architect for the AWST HZ development, Proctor & Matthews Architects oversaw design evolution to the planning stage, ensuring high quality design in the homes, public realm, commercial units and community space. The scheme which gained planning consent also included proposals for a new library within a public square bordering the south side of Southmere Lake, with designs developed in response to an initial brief.

However further development of the brief for the building, has identified the opportunity to provide additional civic space on the upper floor(s) of the building – which did not form part of the original brief - to future-proof the facility and recognising the potential for increased community involvement.

The standalone, purpose-built nature of the building provides a further opportunity for creative design solutions to be explored that continues to engage with the lakeside setting, respond to the needs of a 21st Century library and demonstrate LBB’s and Peabody’s commitment to investing in the local area and providing high quality facilities to serve new and existing communities. A representative from Proctor & Matthews will be on the Evaluation Panel that selects the architect firm and design for the new library building.
Spatial and User Requirements for the New Library Building

Following the closure of the former (now derelict) library building on Harrow Manor Way, LBB has been providing a library service for the local community from temporary accommodation on the north-west edge of Southmere Lake. The former library building will be demolished as part of the site preparation works for Southmere Village, with the temporary provision remaining in use until such time as the new library building opens.

In June 2015, LBB’s Library services team provided the following specification to Peabody which fed into the design brief for the planning application, that received consent in October 2016.

- Location with high foot fall near transport ‘nodes’
- Desirable to be near shops and / or other community services (school, nursery, community centre, health centre) Location with retail being the most preferable
- Circa 500m² floor area for the library to be provided over a single level
- Open plan, flexible floor area, with good floor to ceiling heights and few columns as possible
- Passive surveillance across floor area (for staff management)
- Low maintenance
- Prominent and easily legible signage
- Desired provision for:
  - Separate IT suite (glazed partition)
  - Meeting rooms (flexible layout)
  - Large area for children’s books and a reading area away from door
  - Single public access point – set within glazed shop style frontage so that passers-by can see into the library, potentially with roller shutters to prevent graffiti on the glazing
  - Storage space
  - Separate public and staff toilets
  - Staff room with kitchenette
  - Staff office area
  - Communication / IT plant room
  - Cleaners cupboard with ceramic sink
  - Separate access for public and staff / deliveries
  - Staff car parking spaces – depending nature and location of provision
  - Disabled parking for customers nearby

The proposed upper floor(s) of the library building will need to be designed as a flexible, generic community space that will be capable of being reconfigured to accommodate a range of as yet unspecified future uses, with appropriate storage. The space should be designed with consideration of proximity to nearby residential and business properties in terms of noise and other impacts resulting from flexible community use.
In developing their design proposals, shortlisted teams will need to be cognisant of the likely need for piled foundations given the former marshland’s ground conditions. Shortlisted teams will also need to respond to constraints imposed by proximity to the lake, maintenance of sightlines from/between other future building developments, and a wayleave associated with services/utilities that run beneath the site.

6 Public Exhibition, Community & Stakeholder Involvement

A key driver in the decision to make the new Southmere Village Library the subject of a design competition is recognition of the opportunity and need for community and stakeholder engagement in the design of the building.

The successful design team will need to demonstrate a commitment to and approach that welcomes involvement from residents, stakeholders and other partners in the local area. In progressing the detailed design, the outcomes of future community consultation and engagement will feed into the successful design team, to ensure there is a sense of pride and ownership in the new facility and it is sufficiently ‘future-proof’ to adapt to the changing needs of the population it will eventually serve.

It is therefore intended that the A1 boards submitted by each shortlisted team at the ITT stage of the selection process will be used for stakeholder engagement and/or anonymous public exhibition. This will be undertaken in a facilitated manner with provision for stakeholders and/or visitors to the public exhibition to comment on the design proposals presented. Comments received will be made available to the Evaluation Panel.

7 Performance Standards & Sustainability

There will be a requirement for sustainable construction, low carbon design and sustainable use throughout the life of the building. The design proposals developed by shortlisted teams will therefore need to address the wider issues of sustainability in terms of material selection, reducing resource consumption and incorporation of renewable technologies, etc., but not at the expense of the design aesthetic or functionality.
8

Budget

The allocated construction budget for the building, to provide to shell and core, is £3.9–4.5m, inclusive of professional fees, which excludes:

- VAT on the construction cost and professional fees
- Costs of the fit-out of the shell – internal walls, M&E services, flooring, shelving
- Loose furniture, fixtures and equipment
- IT and associated equipment
- Graphics and internal signage
- Client costs and contingency

The construction budget envelope may however be subject to revision during design development as the costs required to provide a building of the high aspired standard are explored further. The budget for the fit-out of the shell and all costs involved in converting the shell to a fully functional library is £0.76m.

9

Overview of the Procurement Procedure

The selection of an architect firm is being procured by Peabody 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 Peabody with the management of the competitive process. The selection process will be organised over the following phases:

**PHASE 1:**  
Expression of Interest with SQ

Responses to the Selection Questionnaire will be used to select a shortlist of suitable candidates (minimum 5) to proceed to the Tender (design competition) phase.

**PHASE 2:**  
Invitation to Tender

Submission of Tender responses. As part of the Tender return, shortlisted architect firms 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 at Section 13.
The Timetable (which may be subject to alteration) for the procurement is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue OJEU Notice</td>
<td>Mon. 12 June 2017</td>
</tr>
<tr>
<td>Release of MoI &amp; SQ</td>
<td>Tue. 13 June 2017</td>
</tr>
<tr>
<td>Latest date for queries relating to the SQ</td>
<td>Fri. 23 June 2017</td>
</tr>
<tr>
<td>Deadline for receipt of SQ returns</td>
<td>14.00hrs, Thurs. 13 July 2017</td>
</tr>
<tr>
<td>Evaluation of SQ returns commences</td>
<td>w/c Mon. 17 July 2017</td>
</tr>
<tr>
<td>Moderation meeting &amp; selection of shortlist</td>
<td>w/c Mon. 24 July 2017</td>
</tr>
<tr>
<td>Shortlist notified Notification to unsuccessful candidates</td>
<td>w/c Mon. 31 July 2017</td>
</tr>
<tr>
<td>Issue of Design Brief &amp; ITT to shortlist</td>
<td>w/c Mon. 07 August 2017</td>
</tr>
<tr>
<td>Site visit &amp; briefing session for shortlisted teams</td>
<td>w/c Mon. 14 August 2017</td>
</tr>
<tr>
<td>Latest date for queries relating to the ITT</td>
<td>Tbc</td>
</tr>
<tr>
<td>Memorandum issued in response to queries</td>
<td>Tbc</td>
</tr>
<tr>
<td>Submission of tenders</td>
<td>14.00hrs, Thurs. 21 Sept. 2017</td>
</tr>
<tr>
<td>Tender evaluation [with public exhibition to run concurrently]</td>
<td>w/c Mon. 25 September 2017</td>
</tr>
<tr>
<td>Clarification interviews &amp; presentations</td>
<td>w/c Mon. 02 October 2017</td>
</tr>
<tr>
<td>Notification of result and start of 10 day Standstill period</td>
<td>w/c Mon. 16 October 2017</td>
</tr>
<tr>
<td></td>
<td>Tbc</td>
</tr>
</tbody>
</table>

The Timetable is indicative only and Peabody reserves the right to change it at its discretion. You will be notified of any changes made to the timetable.

11 General Notes

11.1. Selection Questionnaire & how to obtain Unique Reference Number

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/southmere-village-library

RIBA Competitions will issue a URN [S#] 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 the Submission Instructions provided at Section 11.3 of this MoI.
11.2. Information available to candidates at the Selection Questionnaire phase

The following documents will be made available to Candidates on submission of the online request and checking of the relevant box confirming that the Candidate agrees to treat the supplied information in the strictest confidence:

- PDF version of MoI (this document)
- Editable version of the SQ
- Draft PDF version of ITT
- Draft Outline Specification Pro-Forma

11.3. 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 15Mb will be available, but candidates 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 into the registration form used to request the SQ and Unique Reference Number [S#].

The file name of the completed SQ should consist of the URN [S#] 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 [S#] 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 11.4 of this MoI for receipt of SQ returns. The portal system will not allow material to upload after the deadline has expired.
11.4. Deadline for receipt of SQ returns

The deadline for receipt of SQ Returns is 14.00hrs (BST) 13 July 2017. Peabody and RIBA Competitions will not be responsible for any SQ returns delayed, lost or otherwise damaged or corrupted during transmission. Late submissions will not be accepted without prior authorisation.

11.5. Architect Firm

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.

Peabody intends to appoint consultants from other required design disciplines for the project directly. The Quantity Surveyor retained by Peabody 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.

11.6. Conflicts of Interest

Peabody is concerned to avoid conflicts of interests.

In accordance with Regulation 24 of the Public Contract Regulations 2015, Peabody may exclude the Supplier if there is a conflict of interest between Peabody and the Supplier or a member of the consortium or a key sub-contractor which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff member have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Peabody, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by Peabody should not represent a conflict of interest for the Supplier.

11.7. Commitment

This is a Selection Questionnaire stage only. Nothing in this MoI or accompanying SQ is to be construed as implying commitment by Peabody that it will award a contract. Peabody 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 MoI 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. Peabody will not reimburse any expense incurred by Candidates in preparing their responses to the Selection Questionnaire.
11.8. 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.

Peabody (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 MoI or any part of the SQ or MoI (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).

11.9. 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.

Peabody 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 Peabody of such change or, having notified Peabody, Peabody 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.

11.10. Confidentiality

The information supplied with this MoI and all other information whether written or oral made available at any time to Candidates by or on behalf of Peabody in connection with this procurement ("Information Provided") is provided on the basis that the Candidates, 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 procurement. For the avoidance of doubt nothing in this paragraph shall prevent a Candidate 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
Approach to 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 Peabody 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

- Peabody 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.

On appointment, Peabody will require the successful architect firm to be a member of an SSIP (Safety Schemes in Procurement) accredited scheme as evidence of competence in respect of Health & Safety Management.

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 Peabody why they should be shortlisted for the Southmere Village Library project.
<table>
<thead>
<tr>
<th>Technical &amp; Professional Ability</th>
<th>Weighing</th>
<th>Demonstrated by</th>
<th>Evaluation Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to design &amp; deliver buildings of architectural distinction of a similar nature, scale &amp;/or budget to the Southmere Village Library</td>
<td>40% [20% per Case Study]</td>
<td><strong>Section 8.3A of the SQ</strong> Illustrative case studies (2 No.) of the contract examples cited under Section 6.1 of the SQ which demonstrate:   - Design of buildings with a civic presence, that successfully combine several community functions &amp;/or service providers within a single facility   - Delivery of landmark buildings that have served as focal point for areas undergoing long-term regeneration</td>
<td>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.   - Candidates 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.   - Similarly, whilst Candidates may elect to include projects which reached completion beyond the stipulated 5year limit, their inclusion may limit the current technical &amp; professional ability of the architect firm to be appraised.</td>
</tr>
<tr>
<td>Ability to design &amp; deliver buildings to budget &amp; programme on sites with challenging sets of constraints</td>
<td>20%</td>
<td><strong>Section 8.3B of the SQ</strong> Illustrative case study (1 No.) of one of the contract examples cited under Section 6.1 of the SQ which demonstrates:   - Space efficient design that dealt positively with the site’s challenges and constraints   - Creative but deliverable design and specification, with projects delivered to time and in line with projected budget estimate</td>
<td>If a collaborative approach with another architect firm is proposed, at least one contract example case study should be included for each practice under Section 8.3.   - 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.   - Each contract example case study 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.</td>
</tr>
<tr>
<td>Overall experience &amp; balance of the proposed architect team, including proposed key personnel who will be responsible for design development &amp; delivery of the Southmere Village Library Building</td>
<td>20%</td>
<td><strong>Section 8.3C of the SQ</strong> Brief CVs for key members of the architect 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   - Experience of working within a project team environment where consultants from other design disciplines are retained or appointed directly by the Client body</td>
<td>CVs will be evaluated as a package. Greater weight will be given where reference is made to the contract example case studies where possible.   - Projects undertaken at a previous practice may (with appropriate recognition) be included but the role in developing and delivering the scheme – design team leader, project architect etc. – must be clearly outlined. Images should be clearly annotated to indicate to which projects, practice &amp; 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.</td>
</tr>
<tr>
<td>Ability to successfully engage local communities with proposed developments</td>
<td>20%</td>
<td><strong>Section 8.3D of the SQ</strong> Illustrated response giving 2 No. examples which demonstrate:   - Techniques &amp; methods employed to engage communities in design development, and to take on board their ideas and concerns   - The level of buy–in achieved for the scheme or proposed development</td>
<td>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 firms would be involved.</td>
</tr>
</tbody>
</table>
The following scoring guide will be used to evaluate Technical and Professional Ability:

<table>
<thead>
<tr>
<th>Score</th>
<th>Definition</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent response to question</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>Very Good response to question</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Good response to question</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Adequate response to question</td>
<td>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.</td>
</tr>
<tr>
<td>1</td>
<td>Poor response to question</td>
<td>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.</td>
</tr>
<tr>
<td>0</td>
<td>No response to question</td>
<td>The Candidate fails to provide a response, or provides a response which in the opinion of the evaluators does not address requirements.</td>
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</tbody>
</table>

**Notes**

(i) Candidates must obtain a score of two 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 common / agreed scores accordingly.

(iii) The weighted overall score achieved, ranking 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.
12.4. Selection of Architect Firms 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 Peabody’s minimum criteria) will be invited to proceed to the ITT phase.

12.5. Evaluation Panel

To ensure the design concept selected to take forward is as creative and innovative as possible, whilst responding to the opportunities and constraints of the site and the wider local context, an experienced Evaluation Panel will review the submission material at both phases of the procurement process. The Evaluation Panel that will appraise the Technical and Professional Ability component of the SQ return is expected to comprise:

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Lewis</td>
<td>Executive Director, Thamesmead – Peabody</td>
</tr>
<tr>
<td>Stephen Proctor /</td>
<td>Founding Director, Proctor &amp; Matthews Architects</td>
</tr>
<tr>
<td>Andrew Matthews</td>
<td></td>
</tr>
<tr>
<td>Toni Ainge /</td>
<td>London Borough of Bexley</td>
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<tr>
<td>Judith Mitlin</td>
<td></td>
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<tr>
<td>Tbc</td>
<td>Stephen Lawrence Foundation</td>
</tr>
<tr>
<td>John Whiles</td>
<td>Jestico + Whiles, Founding Director – acting as the RIBA Architect Adviser</td>
</tr>
</tbody>
</table>

Representatives from Peabody Procurement and RIBA Competitions will not score but will attend the moderation meeting to document the process and provide procedural support.

The Evaluation Panel will be provided with advisory assistance from representatives of Peabody and/or consultants employed by them. In the event of a Panel member being unable to act through illness or any other cause, Peabody, in consultation with RIBA Competitions, reserves the right to appoint an alternative Panel member.
Invitation to Tender phase

Reference should be made to the draft Invitation to Tender and Scope of Architectural Services 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 presentations from the Client team.
- Submission of x2 No A1 boards illustrating the proposed approach to the project and design concept; a design report; an outline specification (and accompanying drawings for cost feasibility check purposes), together with the return of tender documentation to include lump sum fees for the Scope of Architectural Services to be provided.
- The design submission will need to outline the Tenderers proposed approach and how it would work within a wider project team environment to ensure delivery of an aesthetically distinguished scheme that will meet the Client and stakeholders’ aspirations for the Southmere Village Library project.
- Stakeholder consultation and/or anonymous public exhibition of the A1 design boards.
- 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 submission return.

Award Criteria

The aim of this procurement is for Peabody to select a preferred architect firm 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:

<table>
<thead>
<tr>
<th>Award Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Overall quality &amp; architectural distinction of the design concept, including appropriateness of the proposed response to the site, its constraints &amp; opportunities afforded by the lakeside setting</td>
<td>20%</td>
</tr>
<tr>
<td>2 Response to the Brief &amp; the proposals ability to meet the vision &amp; requirements for the new Southmere Village Library Building</td>
<td>20%</td>
</tr>
<tr>
<td>3 The building’s ability to serve as a symbol for change and to promote Southmere Village as a place to live, work and invest, with flexibility of design to respond to future changes in use or needs</td>
<td>20%</td>
</tr>
<tr>
<td>4 Understanding of Client expectations, ability to work in partnership with stakeholders &amp; engage the local community as demonstrated through the overall approach &amp; presentation at interview</td>
<td>20%</td>
</tr>
<tr>
<td>5 Potential deliverability of the design concept within the stated construction budget envelope</td>
<td>20%</td>
</tr>
<tr>
<td>6 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</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Most Economically Advantageous Tender means that tender returns will be assessed on Quality and Price. The relative split will be 80% Quality and 20% Price.
The Financial Element of the tender return will be evaluated separately by representatives from Peabody and/or the Quantity Surveyor retained by them.

The Quality and Cost scores for each tendering architect firm will then be aggregated to determine the preferred bidder. It is Peabody’s intention to appoint the Tenderer with the highest aggregated score at the end of the design competition. However Peabody 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.

15
Honoraria

Each tendering architect firm who submits a compliant Tender for the competition phase and gives a clarification interview presentation will receive an honorarium payment of GBP £5,000 (+VAT). Peabody will undertake to make the honorarium payments within 30 calendar days of the clarification interviews and on receipt of invoice. No payments will be made in respect of the SQ phase.

16
Post-Procurement Commitment and Anticipated Project Programme

The overall programme for the design and delivery of the new civic Library Building is outlined below. A key driver of this programme is the Housing Zone development agreement signed between Peabody and LB Bexley that committed to delivery of the building by mid-2020.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment of architect firm &amp; commencement of detailed design</td>
<td>November 2017</td>
</tr>
<tr>
<td>Submission of Planning Application</td>
<td>19 March 2018</td>
</tr>
<tr>
<td>Planning Permission Granted</td>
<td>15 June 2018</td>
</tr>
<tr>
<td>Procurement; enabling works etc.</td>
<td>10 September 2018 to 04 January 2019</td>
</tr>
<tr>
<td>Start on site [contingent on completion of Block D2 for logistical reasons &amp; maintaining access]</td>
<td>7 January 2019</td>
</tr>
<tr>
<td>Practical Completion</td>
<td>1 June 2020</td>
</tr>
<tr>
<td>Fit-out period [assume 9 months]</td>
<td>28 February 2021</td>
</tr>
<tr>
<td>Library opening</td>
<td>April 2021</td>
</tr>
</tbody>
</table>
It is Peabody’s intention to appoint the successful architect firm to develop the design proposals up to RIBA Stage 3 in the first instance. Further progression of the project will be subject to securing necessary consents and confirmation of construction cost. The successful architect firm may be novated to a lead contractor from RIBA Stage 4 onwards for the shell and core, although the form of construction procurement is yet to be determined.

Peabody reserve the right to review and terminate the project at the key breakpoints listed below:

- End RIBA Stage 3
- End RIBA Stage 4 (Detailed Design)

The successful architect firm will be required to work with the community in progressing the detailed design, which may also include collaborating with artists from the Lakeside Centre (or others) on the potential incorporation of art works within the building. It is envisaged that the successful architect firm may also be separately commissioned by LBB to provide services for the future fit-out of the building including the design/specification of all loose furniture, fittings and equipment.

17 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 Southmere Village Library in the ‘subject’ header line, with the body of the text clearly identifying to which section of the SQ or the MoI 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 is in the interest of maintaining transparency and fairness in the procedure, and would not constitute a breach of commercial confidentiality.

RIBA Competitions
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Leeds
LS1 4PR

0113 203 1490
riba.competitions@riba.org
Red line site plan showing location of the new library building, its proximity to Southmere Lake and relationship to the new public square, residential and commercial components that will comprise the first phase of the redevelopment.