**Tender return for Design and Contract administration services to new Pavilion and carpark, off Bourley Road, Aldershot, Hampshire.** 28/03/2019

Tenders to be returned no later than Noon (12.00 am) Friday 26th April 2019.

Any appointment made will be within the conditions of RIBA Standard Services Contract 2018 and current RIBA Plan of work.

The Client Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire, GU147JU is not a registered company.

The Site address is Land off Farnborough Road, Aldershot, Hampshire.

The project Brief and Client’s statement of requirements is set out within document W/1

Photographs of the site and surroundings are attached

A site plan W/2 and Location plan W/3 is attached.

The construction cost as defined in the contract conditions is limited to £1,500,000

The tenderer may insert costs or additional information within this document and return together with form of tender and any additional documents that are relevant.

**Project Programme**

The completion of RIBA stage 3 to include a planning application to Rushmoor Borough Council to be within 10 weeks of an instruction to proceed with design services.

Should the Client instruct the tenderer to complete stages 4 to 7 inclusive then outline programme,

Preparation of tender documents Tender 4 weeks

Tender period 6 weeks

Period to assess tenders and appoint contractor 3 weeks

Contractor’s mobilisation 4 weeks

Construction period 20 weeks

**Other Appointments**

Tenderers to provide a separate list of other Client appointments required to complete the project.

Tenderers are invited to provide a separate lump sum cost for the provision of other services required to complete the project.

**Basic Fee**

The tenderer is invited to provide an additional cost for a Chartered Quantity Surveyor to undertake cost plans as each stage progresses, preparation of tender documents, a tender report and thereafter attendance at site meetings and valuations as required within the construction contract.

Alternatively, the client will separately appoint a Quantity Surveyor

**Principal Designer**

The tenderer is required to undertake the role of Principal Designer and undertake the duties set within the Construction (Design and Management) Regulations 2015 and can either include these costs with stages noted below or provide a separate cost.

Provide a fixed lump sum for each RIBA stage Provide a fixed lump sum for Quantity Surveying services

Stage 1 £……………. Stage 1 £…………….

Stage 2 £……………. Stage 2 £……………..

Stage 3 £……………. Stage 3 £……………..

Stage 4 £……………. Stage 4 £……………..

Stage 5 £……………. Stage 5 £……………..

Stage 6 £……………. Stage 6 £……………..

Stage 7 £……………. Stage 7 £……………..

State whether VAT applies to the Basic Fee

If not included above then provide a fixed lump sum cost to undertake the duties of Principal Designer as within CDM 2015 £……………………

**Meetings**

The tenderer to allow costs to attend the following meetings at either the Client’s offices or on site as site works progress. The tenderer to provide total number or frequency allowed for together with fee required and separately for attendance by Quantity Surveyor.

Architect/Consultant Quantity Surveyor

Stage 1 £……………. Stage 1 £…………….

Stage 2 £……………. Stage 2 £……………..

Stage 3 £……………. Stage 3 £……………..

Stage 4 £……………. Stage 4 £……………..

Stage 5 £……………. Stage 5 £……………..

Stage 6 £……………. Stage 6 £……………..

Stage 7 £……………. Stage 7 £……………..

State whether VAT applies

Site Inspections if not included above, to include total number or frequency and fee

Stage 5 £……………. Stage 5 £……………..

Stage 6 £……………. Stage 6 £……………..

**Time Charges**

For any additional fees, and/or where the Basic Fee incorporates time charges, these to be calculated on the basis of the following rates:

Person/grade Rate, excluding VAT (state whether £ per hour or £ per day)

…………………………. …………………………………………..

…………………………. …………………………………………..

**Expenses**

Provide a list of other expenses required to complete the project excluding VAT

………………………………………………………………………………………………………….

…………………………………………………………………………………………………………

**All Drawings and documents** to be sent electronically unless otherwise required within the construction contract, and an allowance to be made for hard copies required within the construction contract. Drawings to be in PDF format and where requested by client to provide copies in CAD format.

If required separate cost for hard copies required within the construction contract.

……………………………………………………………………………………………………….

**Payment Provisions**

Unless other agreed payment for services will be made on the completion of each RIBA stage.

**Collateral Warranties**

Allow the additional cost if required and where the Client requires a collateral warranty on the terms of CIC Collateral warranty: Purchaser/tenant (2018)

£……………