

West & North Yorkshire Chamber of Commerce

Serviced offices and managed workspace project, Bradford

Tender documentation for design services, RIBA Stages 4 to 6

Background

West & North Yorkshire Chamber of Commerce (the Chamber) wishes to renovate the top two floors of its Bradford headquarters to create quality office space and needs to appoint a Design Team to take the project through RIBA Stages 4 to 6, including procuring construction/refurbishment contractors. The floors are currently derelict and are in need of complete refurbishment. The GIA per floor is circa 259 m². The 4th floor has windows along the full length of the elevation whereas the 5th floor only has openings at each end of the space and is currently very dark.

Devere House is Grade II* Listed and was built in 1871 for Thornton, Homan & Company Commission Agents, who traded with China and America, due to this Devere House was also known as the Old American and Chinese export warehouse. In the early seventies Devere House was converted into offices. Bradford Chamber moved here in 2002 after the building had been refurbished (excluding the 4th and 5th floors).

At the same time, the Chamber wants to develop three quality new industrial units on land it owns off New Lane, Laisterdyke, Bradford, adjacent to its successful business park. The land, circa 0.126 ha, is currently a derelict site and is subject to fly-tipping.

It is intended that the development of the new build industrial units will be handled by the same Design Team, and in parallel, as for the refurbishment of the two floors as offices at Devere House.

Context and aims of project

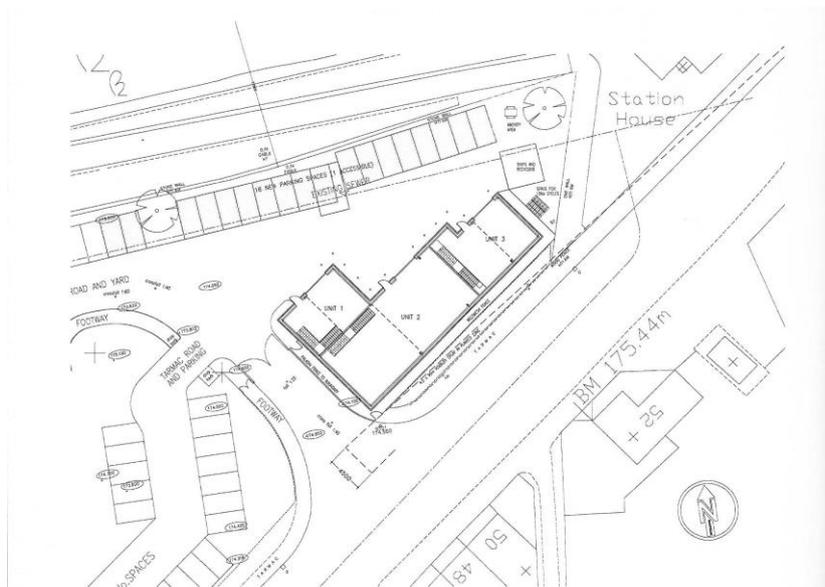
The aim of the project is to deliver high quality serviced offices and managed workspace for SMEs in two locations in Bradford, the capital cost to be partly funded by ERDF. The serviced offices will be created by refurbishing the currently derelict space at Devere House and dividing up into small offices to let on inclusive terms. The managed workspace will be located off New Lane, Laisterdyke, Bradford, adjacent to Bradford Chamber Business Park, a high quality serviced office and managed workspace centre part funded by ERDF in 2006. Both sites will be linked to each other and also to Bradford Chamber Business Park and City Hub (a high quality serviced office in Little Germany part funded by ERDF in 2012) through integrated management by the Chamber. All tenants will have access to business advice and support from the Chamber.

There is a lack of appropriate, flexible space for SMEs in Bradford due to the failure of the market to supply the right quality space. Where previous ERDF intervention has enabled quality, flexible space to be provided, such as Bradford Chamber Business Park and City Hub, then there has been good take up by SMEs, thereby helping SMEs to grow and ensuring the ongoing sustainability of the projects funded. The project will deliver 371m² of serviced office space and 438m² of managed workspace and at the same time bring two derelict floors back in to beneficial use and regenerate a site for employment use including site remediation works.

Outline design brief – managed workspace units

Three high quality industrial units from 56m² to 162m² with mezzanine floors in accordance with the planning permission. Access is via the existing business park entrance and parking, skip/recycling area, bike racks and landscaping are part of the scheme. Excavation of inert fill material from the site will be required. **BREEAM excellent required.**

Indicative managed workspace site layout plan



Scope of works and timescale

The Chamber requires architects to tender for RIBA plan of work Stages 4 to 6, including a full Design Team with disciplines as considered necessary to successfully see the project through to completion. The work will include technical design, building regulations submission, procurement of the refurbishment contractor for the serviced offices and the construction contractor for the managed workspace, BREEAM interim and final certificates and administration of the building contracts through to practical completion and handover. Assistance and co-operation in supplying ERDF with any relevant information during the course of the project will be required. The client contact during the course of the project will be Andrew Robertson, Property Director for the Chamber.

Current timescales assume surveys, reports, BREEAM input and technical design from January 2019 to April 2019 with the contractors being appointed in May/June 2019. It is anticipated that completion of the serviced offices will take place in November 2019 with completion of the managed workspace units being in December 2019.

ERDF are very keen on sustainability and resilience, in particular relating to new build. For the managed workspace units the Design Team will need to consider:

- A report considering design for durability and resilience, which will be used in the detail design of the building.
- A report on potential for disassembly of the building, to improve resource efficiency over the whole lifespan of the building.
- A detailed Life Cycle Cost Analysis at an elemental and component level, to assess the optimal resource efficiency for the building.
- Employment of a BREEAM Approved Professional to assist the contractor in achieving their responsible construction practices requirements
- Employment of an M&E Consultant during the tender period to make sure that all the correct specifications are included to ensure that lighting and power uses are sustainable.
- A thermographic survey of the building on completion.
- An acoustician report to reduce noise during construction and reduction of the impact on neighbours.
- A report from a security consultant to improve the health and wellbeing of the occupiers by limiting stress from the fear of crime
- Additional energy modelling to ensure that the building achieves the energy efficiency targets which have been set.
- A report on Low and Zero carbon technologies, on the understanding that there will be some solar panels to the building
- Production of a travel plan to promote sustainable means of accessing the site.
- Use of recycled aggregates.

In addition an asbestos survey will be required for the serviced offices and for the managed workspace units a site condition survey, an ecology survey and a flood risk assessment.

Information required from interested parties

1. All quotes should include a fee schedule for each consultant that may be required within the proposed Design Team such as QS, structural engineer, CDM co-ordinator, BREEAM assessor etc.
2. An outline of experience and examples of working on similar projects should be included in the tender quote, in particular ERDF funded projects.
3. Confirmation that, if selected, work can begin straightaway and that there is capacity to meet the timescale outlined above.
4. **All interested parties should register their interest in the project via www.mytenders.co.uk**

Selection criteria

The successful architect will be selected based on assessment of fee price, experience, work on similar projects (including ERDF funded projects) and a judgement on whether the particular architect has capacity to complete the work within the timescale given.

Closing date for return of tenders

The closing date for return of tenders is **5:00pm, Thursday, 17 January 2019**, by email to andrew.robertson@wnychamber.co.uk

Tender queries

Prior to the closing date any tender queries should be directed to Andrew Robertson, andrew.robertson@wnychamber.co.uk

Answers to queries will be circulated to all parties who have responded to the tender advert.

Amendments to tender conditions prior to closing date

At any time after the issue of the invitation to tender and before the closing date the Chamber reserves the right to issue amendments detailing any changes to the documents or process.

Incurred expenses

The Chamber shall not be responsible for, or pay for any losses or expenses, which may be incurred by the architect in the preparation and submission of the tender.

The Chamber will not accept claims for additional costs incurred by the architect for materials or work not allowed for in the final tender price which should have been established by proper inspection of the tender documents or other investigation prior to tendering.

Appointment of third parties

It is the responsibility of the architect to provide potential third parties appointed to assist with the tender, with all the technical and commercial information necessary to allow those potential third parties to quote to the architect. The Chamber will not respond to any direct approach from such potential third parties.

The architect must declare the share of any contract they intend to sub-contract and list the proposed third parties in their tender submission.

Tender acceptance

The Chamber does not bind itself to accept the lowest tender or any tender.

Other terms and conditions

Before the Chamber signs a contract with the appointed architect it may take professional advice on any other terms and conditions which, having regard to the parties, nature of project, indemnity and other relevant issues, are advised to be included in the contract in addition to the RIBA Standard Form of Appointment.