PHASE TWO
Invitation to Tender

June 2017

www.thamesmeadnow.org.uk/southmere-library
# SOUTHMERE VILLAGE LIBRARY BUILDING
## INVITATION TO TENDER

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DEFINITIONS
The capitalised words and expressions in this Invitation to Tender document (‘ITT’) have the meanings set out below unless the context specifically requires otherwise. References to the singular include the plural and vice versa.

a. ‘Peabody’ or the ‘Client’ or the ‘Authority’ means the Peabody Group. For the purposes of this Procurement, “Peabody Group” means Peabody Trust and any successor body including any body corporate in which all or substantially all of Peabody Trust’s business and assets is vested for the time being, and any subsidiary or associate of Peabody Trust for the time being (in each case as such terms are defined in s.271 of the Housing and Regeneration Act 2008).

b. ‘LB Bexley’ or ‘LBB’ or ‘the Council’ means the London Borough of Bexley

c. ‘Advisers’ means all professional advisers of Peabody involved in the procurement

d. ‘ITT’ refers to the Invitation to Tender (this document) - providing background to the Southmere Village Library Building project, and the procurement process to select an architect firm for the contract opportunity

e. ‘Bidders’ / ‘Bid Teams’ means individuals and/or organisations who have been selected to participate in the Tender phase (with design competition) of the procurement process and to whom this ITT has been issued

f. ‘Consortium’ means either an entity which is to be formed by a group of Organisations or a group of Organisations acting jointly as the Bidder

g. ‘Consortium Member’ means where the Bidder is a consortium, any individual economic operator forming part of that consortium

h. ‘Organisation’ means a sole trader, partnership, limited partnership, limited liability partnership, co-operative or company and any analogous entity established inside or outside the UK and should be interpreted accordingly

i. ‘Information’ means all information disclosed to the Bidders by Peabody or its Advisers in order for them to formulate and prepare their Bid or which may be supplied by the Peabody or its Advisers at a future date (whether in written or visual format or otherwise)

j. ‘Procurement Documents’ means any document issued by Peabody as part of this procurement process

k. ‘Bid’ means the proposals submitted by a Bidder as part of this procurement process at any stage of the procurement

l. ‘Design Competition Submissions’ means the proposals submitted by a Bidder as part of this procurement process in response to the Design Competition

m. ‘AWST HZ’ means Abbey Wood and South Thamesmead Housing Zone

n. ‘HZ’ means Housing Zone

Status of this Document
This document has been prepared for the purposes of the RIBA managed competition to select a firm or architects to provide architectural design and related services for a new, purpose-built civic library building at Southmere Village.

Bidders are deemed to fully understand the process that Peabody is required to follow under relevant European and UK legislation, particularly in respect to public procurement rules.
1. **INTRODUCTION**

Peabody is seeking to select a firm of architects to provide architectural design and related services for a new, purpose-built library building at Southmere Village. Consultants from other required design disciplines in respect of the project will be appointed directly by Peabody. This could include working with artists to potentially incorporate art works within the building. This new civic building lies at the heart of the first phase of the planned 1,622 new homes to be delivered as part of the Abbey Wood and South Thamesmead Housing Zone. A budget of GBP £3.9m-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, with potential to accommodate other civic functions, including learning, health and well-being on its upper floor(s).

2. **BACKGROUND TO THAMESMEAD, SOUTHMERSE VILLAGE & THE NEW 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 (LBB) 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.

Further information about the history of Thamesmead and the regeneration plans can be found at:

www.thamesmeadnow.org.uk
https://www.peabody.org.uk/thamesmead

South Thamesmead development looking south-east across Southmere Lake (Southmere Village public square circled in yellow; Lakeside Centre circled in red).
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 stand-alone, 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.

5. THE SITE

5.1. Location
The site for the new Library building is located on the southern side of Southmere Lake and will be cleared prior to commencement of construction. As shown by the red line site plan, the new library building is to be built on a roughly triangular plot of land bordering the lake and adjacent to the new public square that will form the heart of Southmere Village.
A digital site survey drawing that indicates the site boundary will be included in the pack of Supporting Information issued to short-listed bid teams.

5.2. **Adjacent and Future Developments**

As previously noted Southmere Village will see the delivery of 525 homes, shops and cafés, together with a library, public square and space for outdoor activities. In developing their design proposals, short-listed teams will need to consider maintenance of sightlines from/between existing and other future building developments, notably the residential blocks of accommodation. Particular attention will need to be given to the right of light and risk of overlooking to Staplehurst Court with its lakeside aspect.

Plans and elevations of adjacent and future developments are included within the Supporting Information.
5.3. **Topography and Ground Conditions**

Longitudinal gradients are set generally at 1 in 80m, which follows best practice guidance for block paved areas. This could be reduced to 1 in 100m as an absolute minimum if block paving or quality paving surfaces are to be used. Flexible pavements can be laid flatter to a minimum gradient of 1 in 125, although some local ponding should be expected unless more frequent surface drainage outlets (gullies, and drainage channels, linear channels) are installed.

In developing their design proposals, short-listed bid teams will need to be cognisant of the likely need for piled foundations given the ground conditions of the former marshland area. Teams will also need to take into account the following constraints as shown on the site plan drawing:

- There is an 8m exclusion zone from the face of the culvert. It is also suggested that substructure for C3 is set back at least 2.7m from the lake edge. (see supporting information)
- A drainage outflow to the lake that is line with the existing lakeside boundary;
- A culvert to the north-west of the proposed building location.

A geotechnical report is included in the Supporting Information.

5.4. **Public Realm**

In developing their design proposals, short-listed bid teams will need to be cognisant of the proposals developed for the public realm by Proctor & Matthews Architects.

5.5. **Vehicular Access & Parking Provision**

The new library building will be located within a mainly pedestrianised area. There is no need for a dedicated loading area but there will be daily deliveries of books to the library and the layout should allow for short term parking adjacent to the library and easy access to the staff workroom.

Four disabled car parking spaces will be required. Cycle racks will be required in a supervised location.
6. **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 premises 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 on nature and location of provision
  - Disabled parking for customers nearby

It is also worth noting that the library will be connected to the new energy centre in Southmere Village, as such, account should be taken for any plant room and pipe run requirements in submitted designs.

**NOTE:**
The opportunity to provide additional civic space on an upper floor(s) to the building did not form part of the original brief.
6.1. **Community to be Served**

LB Bexley aims to ensure at least 98.5% of its residents are within 1.5 miles of one of its six Council libraries. The proposed location of the new Thamesmead Library will fit with this approach, serving the population across Thamesmead and surrounding areas as part of a borough wide delivery model for libraries. It is anticipated that the library component will have around 150 users at peak times, on the basis of a meeting room booking, an event taking place in the library and general usage occurring concurrently.

6.2. **Hours of Opening**

It is anticipated that the opening hours for the library component of the new building will be similar to those of the current library operating from the temporary premises:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9.30am to 7.00pm</td>
</tr>
<tr>
<td>Tuesday to Friday</td>
<td>9.30am to 5.30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.30am to 5.00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

There are planning restrictions on the building’s times of operation.

Further details about the London Borough of Bexley’s Library Services can be found at:

https://www.bexley.gov.uk/services/library-services

6.3. **Library Staff**

It is anticipated that 2 or 3 staff (maximum) will be on duty at any one time. Staff members will not all be behind a front counter/desk, but will be out in the library assisting customers. The design of the building and its interior layout should however lend itself to passive surveillance.

6.4. **Library Counter / Issue Desk**

Only a small counter / desk is required for the issue and return of books, booking of PCs etc. and supervision of CCTV (which will also be necessary within the staff workroom) This should be kept as small as possible and is not envisaged as a ‘reception desk’ that has to be just inside the door - it could be located further within the library. Sufficient space should be provided to accommodate 2 work stations - one low/seat, one high/standing - with a requirement for good sight lines from the desk across the overall library space.

6.5. **Spaces, Users and Special Events**

An open plan, flexible floor area should be provided, with good floor to ceilings heights and as few columns as possible. Different ‘areas’ of the library will need to be zoned to provide space for discrete functions, i.e. a children’s zone, a read and relax zone, and a study zone. The children’s area should be fun and casual with an open space to seat a class of children for an event and ideally located away from the main entrance. The children’s library area should have space to accommodate 4 No. PCs. The study area should be distinct and located away from noisy activities as far as possible.
Based on provision within the current temporary library (which has a floor area of c.300m²), it is anticipated that at least 200 linear metres of shelving will be required. Additional provision may be required in the new larger library, but it is not expected that this will need to be more than 300 linear metres in total. This should be fixed shelving, but with flexible options such as castors or other solutions to make it moveable when required. Ideally as much as possible should be wall-mounted to keep floor space flexible.

In addition to main shelving for stock, space should be provided around the main entrance for a browsing area, to include a minimum of 4 freestanding units with face-on displays and other promotions.

A mixture of casual seating and more formal table and chairs should be provided. The main emphasis will be the provision c.20 ‘study space’ desks with power sockets and space to use a laptop and paper/book resources.

Some spaces may need to adopt different functions during the day and teams should incorporate flexibility within their design to respond to such needs - for example enabling some furniture to be moved to accommodate occasional special events, talks and presentations for an audience of 100+ seated.

6.6. IT Suite
A separate IT Suite (by means of a glazed partition or similar) should be provided to accommodate individual study and group training courses. Space for 12 No. public network grouped PC workstations (although these could be replaced with laptops in the final design) should be provided. The building will be Wi-Fi enabled for users to connect their own devices to the internet.

6.7. Meeting Rooms
2 No. flexible meetings rooms should be provided to accommodate up to 12 people and 20 people respectively. The rooms should be suitably sound-proofed and offer the potential to be joined to form one larger meeting room space.

6.8. Café, Refreshment Area
LBB are interested in exploring the potential for a small café or coffee bar to be accommodated on the ground floor of the new building. However there is currently no means of funding, managing or staffing such a facility, and there are also concerns about future conflicts of use with the retail units that will form the ground floor to the residential blocks of flats. There could however be potential for some form of meanwhile provision.

6.9. Balcony / Outdoor Terrace Space
There is an interest in engaging with the opportunities presented by the building’s lakeside setting.

6.10. Customer Toilets
Customer toilets are to be located in an area suitable for users of any part of the building, with the quantum and specification to meet minimum regulatory requirements.
6.11. **Staff toilets**
Separate toilets should be provided for the use of staff only, with the quantum and specification to meet minimum regulatory requirements.

6.12. **Staff Room with Kitchenette**
This should accommodate lounge seating for 2-3 members of staff with coffee table and staff lockers. It should also provide a kitchen area with sink, dishwasher, microwave, refrigerator and store cupboards sufficient to provide simple buffet catering for up to 100 people attending talks and other similar events. Alternatively, such catering could be provided via the café or coffee bar.

6.13. **Staff Office Area**
Separate space for receipt and processing of new books, preparation of librarian displays and secure storage of laptop computers and other IT equipment.

6.14. **Storage space**
Sufficient space should be provided for storage of displays, tables and chairs used for special events for up to 100 people.

6.15. **Cleaners Store**
For storing cleaning materials and equipment and to include a sink unit.

6.16. **Communication / IT Plant Room**
A small system centre will be required to house network equipment in support of the whole building’s various ICT needs. This space will require temperature control.

6.17. **Proposed Additional Floor(s) of Accommodation**
The proposed upper floor(s) of the library building will need to be designed as flexible, generic community space that will be capable of being configured 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. Planning consent allows for A1, A2, A3, B1, D1 and D2 use. Potential future uses could include additional meeting space, learning, well-being, or health functions. The building will require appropriate zoning to allow the upper floor (serviced by lift and stair core) to operate and be accessed by different groups of users when the Library is not open and vice versa.
7. GENERAL DESIGN CONSIDERATIONS

In developing their proposals, shortlisted design teams are encouraged to use their experience of delivering high quality design solutions and innovation to create a building which responds to the site, its constraints and the opportunities afforded by the lakeside setting.

The client group wishes to procure a building with a civic quality that has in-built flexibility to enable its future adaptation in response to changing use, needs and/or demand. The successful design will need to combine openness with security, enabling users to move freely around the building without the need for obvious separation and/or supervision.

The design approach, choice of materials and finishes should enhance the quality of the building, with extensive use of natural daylight to reinforce the open feel of the building.

At the competition stage, teams are required to develop design concepts that outline their approach to the project, site, building form and external envelope, with indicative layouts showing how the building’s interior could be organised to accommodate LBB’s requirements. The latter will be subject to further refinement post-competition as part of the design development process, working in conjunction with the Peabody / LBB project teams and the outcomes of future community consultation and engagement.

8. SUSTAINABILITY

Whilst a structural engineer and building services engineer will be subject to separate appointment by Peabody, in developing their design concepts teams must bear in mind that the library space will have to work as a place where people can study comfortably for long periods of time, with due consideration given to controlling heat from solar gain etc. The early design process will need to encompass a ‘lean, mean and green’ style approach to reduce resource consumption in construction and use throughout the life of the building.

The early design concepts should therefore consider the wider issues of sustainability in terms of material selection; minimising intrinsic resource consumption by low carbon design and proven passive environmental strategies; before considering systems efficiency and ultimately sources of renewable energy. This should not however be at the expense of the design aesthetic or functionality.

The Library building will need to achieve at least a BREEAM Very Good certification, and designed to meet the renewable energy requirements of the London Plan and the Bexley Sustainable Design & Construction Guide.

It is also worth noting that the library will be connected to the new energy centre in Southmere Village, as such, account should be taken for any plant room and pipe run requirements in submitted designs.
9. UTILITIES & SERVICES
For the purposes of the competition it should be assumed that sufficient capacity exists to provide water, gas, electricity, telecommunications and main drainage for the new Library building, which will connect into the utilities supplying adjacent planned developments. As noted under Section 5.3, there is an 8m exclusion zone from the face of the culvert. Consideration should also be given to the need for refuse collection.

10. SCHEDULE OF ACCOMMODATION & BUDGET
In their June 2015 brief to Peabody, LBB’s Library services team estimated that circa 500m² floor area (NIA) would be required for the Library function to be provided at ground floor over a single level. Short-listed teams should analyse the Brief and use their experience to generate design concepts to meet the requirements with appropriate assignment of areas accordingly.

Within the currently identified budget cost envelope, it is envisaged that a similar c.500m² (GFA) of flexible, generic community space could be provided at upper floor level(s).

The allocated construction budget for the building, to provide to shell and core, is £3.9m - 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, with more detailed programming post-competition and further interrogation of the Brief. The budget for the fit-out of the shell and all costs involved in converting the shell to a fully functional library is GBP £0.76m.
11. 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>Timeframe</th>
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<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>07 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>
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12. SUPPORTING INFORMATION

The following supporting information will be available for shortlisted teams to download from RIBA Submit:

- Survey drawing indicating red line site boundary (PDF and DWG)
- Topographic survey (PDF and DWG)
- Elevations and plans of adjacent future developments, showing indicative enabling works, external services, drainage layout etc.
- 3D Massing model (DWG)
- Geotechnical report (PDF)

**Tender Documentation**

- Appendix 1: Form of Tender (Word format, to be completed as part of Tender return)
- Appendix 2: Certificate of Non-Collusion (Word format, to be completed as part of Tender return)
- Appendix 3: Declaration of Authorship form (Word format, to be completed as part of Tender return)
- Appendix 4: Draft Contract and Scope of Services

The unique link to RIBA Submit will be issued to shortlisted bidders
COMPETITION CONDITIONS

13. INTRODUCTION
RIBA Competitions has been appointed to manage and administer the selection process on behalf of Peabody, who is the Promoter of the competition.

Following the Selection Questionnaire phase, five bidders have been shortlisted to proceed to the Tender (design competition) phase, which is seeking to identify an architect firm to provide architectural design and related services for a new, purpose-built Library Building at Southmere Village.

The shortlisted architect firms (in alphabetical order) are as follows:

- Tbc
- Tbc
- Tbc
- Tbc
- Tbc
- Tbc

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; cost; working with the Client body, the local community and other stakeholders to achieve the aspirations for the new civic library building; together with a fee proposal. The evaluation process will conclude with each design team being invited to make a presentation and answer questions from the Evaluation Panel at a clarification interview.

14. ELIGIBILITY
As determined at the Selection Questionnaire phase, 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.

The architect will act in the role of Lead Consultant for the Southmere Library 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.

Peabody intends to appoint consultants from other required design disciplines for the project directly. This could include working with artists to potentially incorporate art works within the building. 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.

No member of the Evaluation Panel, employees of Peabody, the London Borough of Bexley, their advisers, or any third party connected to the procurement (including any partners, close associates or employees of them) shall be eligible to compete or assist a bidder.
15. **PROCUREMENT TIMETABLE**  
The Timetable (which may be subject to alteration) for the procurement is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue OJEU Notice</td>
<td>Mon. 12 June 2017</td>
</tr>
<tr>
<td>Release of Memorandum of Information &amp; Selection Questionnaire</td>
<td>Tues. 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</td>
<td>w/c Mon. 31 July 2017</td>
</tr>
<tr>
<td>Notification to unsuccessful candidates</td>
<td></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 short-listed 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>
</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.

16. **GROUP BRIEFING SESSION AND SITE VISIT**  
Shortlisted bid teams will be given the opportunity to attend a group site visit and briefing session to be held during **w/c Mon. 14 August 2017** (date Tbc). This will provide teams with an opportunity to visit the site and meet key client representatives to learn more about their aspirations for the new civic library building. A maximum of three attendees may attend the briefing session per bid team. General Questions and Answers will be documented, with formal responses issued to all teams as a Clarification Memorandum, together with those submitted in response to a subsequent written question deadline.
17. **CLARIFICATION QUESTIONS**

Questions for clarification should be submitted via e-mail to RIBA Competitions (riba.competitions@riba.org) by 17.00hrs BST (date Tbc). The intention will be to issue a Clarification Memorandum based on all submitted questions to all participating teams as soon as practicable after the deadline. Advice arising from queries will be circulated to all parties involved in the selection process where doing so is in the interest of maintaining transparency and fairness in the procedure, and would not constitute a breach of commercial confidentiality.

18. **BID DELIVERABLES AND SUBMISSION REQUIREMENTS**

The design competition submission should outline the design team’s approach and how it would work with client representatives, the local community and other stakeholders to realise the aspirations for the new civic library building. The submission should respond to and provide sufficient detail for the Criteria outlined in **Section 23.2** to be evaluated.

There are six elements to the submission which are outlined below. Teams should note that there is an electronic and hard copy aspect to the return as outlined under **Section 19**.

18.1. **Anonymous A1 Design Boards and Contents**

The design concept for the civic library building should be presented on 2x No. A1 lightweight foam-mounted boards. The electronic versions of each board should be contained within single PDF files of <10Mb each.

The boards should be illustrated in a clear and succinct manner to enable members of the public and the Evaluation Panel to readily understand the essence and design drivers behind the design concept. The A1 boards should be submitted anonymously (since they will be subject to public exhibition) and must not bear any logos, images or marks that would lead to identification of the authors of the scheme. The Code Letter supplied by RIBA Competitions should be prominently displayed on the front face of each board in the TOP RIGHT CORNER, together with display order (1 of 2 etc.).

The A1 design boards must be submitted in landscape format with all plans drawn to have North oriented towards the top of each design board. The boards should be composed as follows:

**Board 1**

- Site plan at 1:500 depicting the main features and organisation of the scheme.
- 3D Axonometric / isometric illustrating the main elements of the proposal and its relationship to Southmere Lake and future adjacent developments. One image should be presented as viewed looking towards the SW (approximately parallel to Tavy Bridge) to embrace the waterside setting of the library and the spirit of the square. Another should be presented looking east across the square (from the western edge) that clearly demonstrates the experience of the library proposal from the pedestrian area.
- Diagrams, sketches and supporting text to outline the key drivers behind the proposals, including proposed approach to sustainable building design.
Board 2

- Concept image looking south towards the library building across Central Square, with corresponding E-W section and elevation showing proposed treatment, material palette etc. at a scale of 1:100 or 1:200 (whichever best communicates the design experience).
- Plans at 1:100 or 1:200 (whichever best communicates the design experience) to show proposed layout and internal organisation of the library to the ground floor and the community space to the upper floor(s).
- Other images to illustrate the look and feel of external and internal spaces. Views into and out of the building should be provided, including any which seek to optimise the lake site setting.

GENERAL NOTE (1)
Where teams have used a physical model to develop the proposal ideas, this may be brought to the clarification interview provided it takes the form of a working (as opposed to professional standard) model. Any development models should have a base board of no larger than A3 size and an image(s) of the model should be included on the A1 boards. It will be each team’s responsibility to bring any such models to and from the interview venue.

18.2. A4 Design Report and Contents
A short accompanying design report (maximum 20 single sides of A4, or double-side equivalent) including any explanatory sketches and drawings should be prepared to summarise/expand on the material presented on the A1 boards. The design report does not need to be anonymous. The electronic version of the report should be contained within a single PDF file of <15Mb. The report should be collated and laid out to address the points below in the order indicated:

a) **Description of the design proposal** outlining how the proposed design approach addresses the outline brief and the aspirations for the new civic library building;

b) **Structural design and approach to design of a sustainable building:** Please provide an outline of the proposed structural design and approach to the design of a sustainable building.

c) **Specification.** Please provide a brief description of the proposed palette of materials and the reasons for their selection. An outline specification of materials should be provided under **Section 18.3**.

d) **Proposed team structure** and key personnel who would be involved in developing the design proposals. Please outline how you would propose to work with client representatives, the wider project team and the local community to develop the proposals to meet the project aspirations, and ensure delivery of an aesthetically distinguished scheme, to programme and at an affordable cost.

e) **Colour reductions of the A1 design boards** should be incorporated at A3 size.

GENERAL NOTE (2)
The A1 board reductions, together with the contents page, front and rear covers to the report, shall be additional to the 20 side limit. The Evaluation Panel will expect key personnel identified in the report to be present at the Clarification Interviews.
18.3. **Outline Specification of Materials & Design within Construction Cost Envelope**

Fully costed schemes will **not** be required as part of the tender return, but bid teams will be expected to address the potential ability of the proposals to be delivered within the GBP £3.9m - 4.5m construction cost envelope (inclusive of professional fees). In order for the Quantity Surveyor appointed by Peabody to undertake cost feasibility checks on the concept designs, bid teams will be required to provide appropriately scaled drawings (in PDF and .DWG format) for this purpose, and an outline specification for major elements, which should contain (as a minimum), details of the following:

<table>
<thead>
<tr>
<th>Major Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substructure</td>
</tr>
<tr>
<td>Superstructure</td>
</tr>
<tr>
<td>- Frame</td>
</tr>
<tr>
<td>- Upper Floors</td>
</tr>
<tr>
<td>- Roof</td>
</tr>
<tr>
<td>- Stairs</td>
</tr>
<tr>
<td>- External walls</td>
</tr>
<tr>
<td>- Windows and external doors</td>
</tr>
<tr>
<td>- Internal walls and partitions</td>
</tr>
<tr>
<td>- Internal doors</td>
</tr>
<tr>
<td>- Internal finishes</td>
</tr>
<tr>
<td>- Mechanical services</td>
</tr>
<tr>
<td>- Electrical services</td>
</tr>
<tr>
<td>- Other energy sources and renewable technologies</td>
</tr>
<tr>
<td>External works</td>
</tr>
<tr>
<td>Services</td>
</tr>
<tr>
<td>Any other elements that the team feel are specific and fundamental to their design proposal/ approach</td>
</tr>
</tbody>
</table>

The QS appointed by Peabody will address any areas of uncertainty via a process of formal dialogue with each design team.
18.4. Schedule of Fees / Pricing Schedule

A Fee Proposal (fixed sum, exclusive of VAT) should be submitted to cover the cost of the architect firm developing the proposals in sufficient detail to clarify the design and the project budget, leading to submission of planning application (RIBA Stage 3).

The architect will act in the role of Lead Consultant for the Southmere Library Scheme. As per the Construction (Design and Management) Regulations 2015, the design team 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 architect will need to work with Peabody and LBB to gain building and planning consent for the scheme and be available to attend relevant meetings and presentations as necessary.

Based on the GBP £3.9m - 4.5m construction cost envelope (inclusive of professional fees), an indicative percentage-based Fee Proposal should also be submitted to cover the cost of developing and delivering the project over RIBA Stages 4 to 7.

The Fee Proposals should include the cost of the architect team attending regular (at least monthly) project team meetings during the design and construction phase. The Fee Proposals should include all outgoings, expenses and disbursements in connection with the performance of the Consultant’s obligations, save for any exceptional expenses (such as the provision of professional architectural models and computer generated visualisations) as agreed by the Client. Any areas of doubt should be highlighted and any fees or disbursements that are excluded from the Fee Proposal should be identified.

As per Section 11, a separate fee element should be identified to provide design services for the future fit-out of the building including all loose furniture, fittings and equipment.

The Fee Proposal should be broken down per RIBA Work Stages as below.

<table>
<thead>
<tr>
<th>RIBA Stage</th>
<th>Stages 1 to 3</th>
<th>Stage 4</th>
<th>Stage 5</th>
<th>Stage 6</th>
<th>Stage 7</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fixed lump sum (Excluding VAT)</td>
<td>% based on GBP £3.9m - 4.5m construction cost envelope (Excluding VAT)</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Architect (shell and core)</td>
<td>£</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Architect (loose F,F&amp;E)</td>
<td>£</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Totals</td>
<td>£</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Equivalent GBP amount</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Total Fee (excluding VAT)</td>
<td>£</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
18.5. **Publicity Images**
Up to three images should be provided for potential future media-use purposes. The images should be representative of the ideas proposed and be readily identifiable as such, but applicants should bear in mind that whole scheme images do not necessarily reproduce well in the printed media and/or online. Each image should be submitted in JPEG format with high (300dpi) and low (72dpi) resolution versions of each image.

18.6. **Completed Tender Forms**

18.6.1. Bidders shall complete the **Form of Tender** attached at [Appendix 1](#) and submit it with the remainder of the bid deliverables.

18.6.2. Bidders shall complete the **Certificate of Non-Collusion** attached at [Appendix 2](#) and submit it with the remainder of the bid deliverables.

18.6.3. The **Declaration of Authorship** form attached at [Appendix 3](#) should be duly completed and submitted with the remainder of the bid deliverables. Signing the form acknowledges authorship of the scheme and intellectual property of the design concepts presented.

18.6.4. **Confirmation of Insurance**—Bidders will have self-certified the required levels of Public liability, Employer’s Liability and Professional Indemnity insurance are either in place or to be obtained in their SQ.
19. SUBMISSION METHOD
There is an electronic and hard copy component to the return, as summarised in the Table below and the instructions given in Sections 18.1 to Section 18.6. For a return to be valid, the electronic and hard copy elements of the submission must be received by the 14.00hrs (GMT) deadline on Thurs. 21 Sept. 2017.

<table>
<thead>
<tr>
<th>Summary of Submission Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Ref.</strong></td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>18.1</td>
</tr>
<tr>
<td>18.2</td>
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<tr>
<td>18.3</td>
</tr>
<tr>
<td>18.4</td>
</tr>
<tr>
<td>18.5</td>
</tr>
<tr>
<td>18.6</td>
</tr>
</tbody>
</table>

19.1. SUBMISSION OF ELECTRONIC VERSIONS OF REQUIRED DOCUMENTS
The electronic versions of the required documents must be submitted via RIBA Competitions’ digital submission portal (RIBASubmit). The file name should consist of the practice name and item description, for example:
- Practice Name_Board 1.pdf
- Practice Name_Design Report.pdf
- Practice Name_Image1 LowRes.jpg etc

A unique link for this purpose will be e-mailed to each bid team. Bidders are strongly advised to familiarise themselves with the submission portal and allow sufficient time for their design material to successfully upload prior to the submission deadline. Peabody and RIBA Competitions will not be responsible for any files that are delayed or corrupted during transmission. The portal will not accept any material to upload once the submission deadline has expired.
19.2. **SUBMISSION OF HARD COPY VERSIONS OF REQUIRED DOCUMENTS**

The hard copy versions of the required documents must also be submitted to arrive no later than the stated deadline and sent carriage paid to:

<table>
<thead>
<tr>
<th>CONFIDENTIAL: TO BE OPENED BY ADDRESSEE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.A.O TBC</td>
</tr>
<tr>
<td>The Peabody Group</td>
</tr>
<tr>
<td>45 Westminster Bridge Road</td>
</tr>
<tr>
<td>London</td>
</tr>
<tr>
<td>SE1 7JB</td>
</tr>
</tbody>
</table>

Tender Ref: Southmere Village Library Competition
Deadline for Return: 14.00hrs (BST) on Thursday 21 September 2017

**GENERAL NOTE (3)**

- Only teams responding in accordance with the submission requirements and deadline for receipt of tenders will be considered.
- First Class Post does not necessarily guarantee next day delivery and applicants should plan their submission schedule accordingly.
- Applicants should ensure that all Bill duties and Taxes are marked ‘sender’. Peabody and RIBA Competitions will not be responsible for any submissions delayed by Customs, in transit or otherwise damaged or lost.
- Late submissions will not be accepted.
20. PUBLIC EXHIBITION OF CONCEPT DESIGN PROPOSALS
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 anonymous A1 boards submitted by each bid team 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.

21. 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 Panel will evaluate the submitted material. The Evaluation Panel 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 / Andrew Matthews</td>
<td>Founding Director, Proctor &amp; Matthews Architects</td>
</tr>
<tr>
<td>Toni Ainge / Judith Mitlin</td>
<td>London Borough of Bexley</td>
</tr>
<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 and from RIBA Competitions will attend the clarification interview presentations to document the process and provide procedural support.

The Evaluation Panel will be provided with advisory assistance from representatives of Peabody, LBB 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.
22. **CLARIFICATION INTERVIEWS AND PRESENTATIONS TO THE EVALUATION PANEL**

Bid teams will be invited to outline their design proposals to the Evaluation Panel at a clarification interview, scheduled to be held in Bexley during **w/c Mon. 16 October 2017** (date Tbc).

It is anticipated that each team will be asked to give a 20 minute (maximum) presentation of their proposals, which will be followed by up to 40 minutes of questions from Panel members - timings will be strictly adhered to. Time slots will be assigned randomly by RIBA Competitions. An LCD projector will be available for team’s use, together with their submitted A1 design boards.

The Evaluation Panel will expect key individuals who would be involved in the design development of the project to be present and contribute to the clarification interviews.

Bid teams should use the presentation to explain and clarify the drivers behind the proposals, how the design approach addresses the Client bodies’ aspirations for the new Southmere Village Library building and responds to the requirements set out in the Brief. Panel members may seek clarification on any issues that are un-clear from their initial appraisal of the submission return, which may include questions on the proposed design approach, team structure and costs. Careful consideration should therefore be given to the team members (maximum 4 people) who attend the interview and their ability to answer questions from the Evaluation Panel.

23. **EVALUATION AND IDENTIFICATION OF PREFERRED BIDDER**

23.1. **Compliance**

Prior to carrying out the detailed scoring of bids, an assessment of the Bidders’ responses to the competition deliverables will be made to ensure that sufficient information at the required standard has been provided as requested. Bids which are substantially incomplete or which are non-compliant with the requirements set out in this ITT may be rejected. Peabody reserves the right to call for information from Bidders to clarify their Bid responses.
23.2. 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*. The competition seeks to select a preferred bidder on the basis of design, value and potential deliverability within the budgetary constraints identified.

Following compliance checks, each Bid will be evaluated and scored against the criteria and weightings set out below and Bidders will be ranked in line with their scores.

<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 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 &amp; invest, with flexibility of design to respond to future changes in use, demand or need</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.

Evaluation Criteria [1] to [5] will be assessed based on Panel members’ understanding of the submitted materials and reports, the presentations by each team, as well as internal and external technical advice.

The Financial Element of the tender return will be evaluated separately by representatives from Peabody and/or the Quantity Surveyor retained by them.

The mechanism for establishing Price scores is that the lowest price Bidder is awarded the maximum percentage score available; all other Bidders are awarded using the following formula:

\[
\text{Score} = \left( \frac{\text{Lowest Bidder Price}}{\text{Bidders Price}} \right) \times \text{Percentage Score Available}
\]

The Quality and Price 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.
23.3. Evaluation Methodology

Bidders should note that an appointment will not necessarily be made on the basis of the lowest tender offer, but on the criteria stipulated within Section 23.2 - i.e. Bids will be evaluated both technically and financially. The award of contract will be based on the Most Economically Advantageous Tender (MEAT) to Peabody in terms of the criteria, which will be applied to each bidder’s submission in its entirety.

The following scoring guide will be used to evaluate the bids against the Evaluation Criteria.

<table>
<thead>
<tr>
<th>Score</th>
<th>Definition</th>
<th>Benchmark</th>
</tr>
</thead>
</table>
| 5     | Exemplary  | ▪ In the opinion of the evaluators, the Bidder’s response or information provided is exceptional or exemplary in relation to the project and the criterion being scored.  
▪ Overall the response provides Peabody with a high level of confidence in the Bidder’s ability to service the requirement. |
| 4     | Good       | ▪ In the opinion of the evaluators, the Bidder’s response or information provided addresses all requirements and exceeds the normal expectation in relation to the project and the criterion being scored.  
▪ Overall the response provides Peabody with a significant level of confidence in the Bidder’s ability to service the requirement. |
| 3     | Satisfactory | ▪ In the opinion of the evaluators, the Bidder’s response or information provided is acceptable and meets the normal requirement/expectation in respect of the project and the criterion being scored.  
▪ Overall the response provides Peabody with a reasonable level of confidence in the Bidder’s ability to service the requirement. |
| 2     | Below average | ▪ In the opinion of the evaluators, the Bidder’s response or information provided falls below the normal requirement/expectation in respect of the project and the criterion being scored.  
▪ Overall the response provides Peabody with limited confidence in the Bidder’s ability to service the requirement. |
| 1     | Poor       | ▪ In the opinion of the evaluators, the Bidder’s response or information provided does not adequately address the stated requirement/expectation in respect of the project and the criterion being scored.  
▪ Overall the response provides Peabody with little confidence in the Bidder’s ability to service the requirement. |
| 0     | Unsatisfactory | ▪ The Bidder fails to provide a response, or provides information which in the opinion of the evaluators provides insufficient detail for evaluation, and/or does not address the requirements.  
▪ Overall the response provides Peabody with no confidence in the Bidder’s ability to service the requirement. |

NOTES:
1. Scoring will be by consensus, with weightings applied to Evaluators’ agreed scores accordingly.
2. Final aggregated weighted scores, and ranking will be released to each Bidder upon completion of the ITT.

In applying the above scoring scale, each Bid will be evaluated according to its quality and deliverability. The term ‘quality’ in this context refers to fitness for purpose and therefore covers any aspect of a submission that affects the performance of the contract. ‘Deliverability’ refers to the likelihood that all aspects of a particular submission (including time and cost) could in fact be delivered by the Bidder concerned.
Scores awarded for the purposes of determining a final award decision will take into consideration clarifications and explanations of proposals provided at the clarification interview and presentation.

24. **HONORARIUM**
Each tendering bid team who submits a compliant Tender for the competition phase and makes a presentation at the clarification interview 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 which should be submitted to RIBA Competitions.

25. **Copyright**
The ownership of copyright in the work of all bidders will by default remain with the bidder or other author of the work, as per the Copyright, Designs and Patents Act 1988.

26. **Publicity and Announcement of Result**
Participating bid teams will be required to maintain confidentiality throughout the selection process and not identify the name of successful or unsuccessful bidders to any third parties until after the Standstill Period and any other embargoes have elapsed, and an official announcement of the result has been made.

Peabody and RIBA Competitions reserve the right to publicise the project and the result in any way or medium they consider fit for the purposes of publicity associated with the competition. Illustrations of any design - either separately, or together with other designs, with or without explanatory text - may be used without cost. This may include exhibition of the proposals submitted by all participating bidders, or just the winner of the competition.

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

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. However Peabody reserves the right not to proceed beyond the competition phase in the event that no one scheme meets the requirements and aspirations set for the competition, but all honorarium payments as indicated will be awarded.

It is anticipated that the design team proposed by the architect firm will be retained. However, Peabody reserves the right to determine the final composition of the design team appointed as the winner to ensure the correct mix of skills and expertise and will not be imposed unreasonably. This could for example include working with artists from the Lakeside Centre (or others) to potentially incorporate works of public art within the building.

On appointment the architect firm shall have in place the following insurance levels as a minimum for each individual claim:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Indemnity Insurance</td>
<td>GBP £3m</td>
</tr>
<tr>
<td>Public Liability Insurance</td>
<td>GBP £5m</td>
</tr>
<tr>
<td>Employer’s Liability Insurance</td>
<td>GBP £5m</td>
</tr>
</tbody>
</table>

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

Peabody will 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)

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.

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.

28. Soliciting of Information

Members of the Evaluation Panel, employees of Peabody, the London Borough of Bexley, their advisers, or any third party directly connected to the procurement should not be solicited for information as this could lead to disqualification from the selection procedure.
29. Enquiries
All enquiries regarding the design concept and tender phase of the competition should be submitted via e-mail to riba.competitions@riba.org and contain Southmere Village Library Competition in the ‘subject’ header line. Applicants should refer to Section 15 regarding the latest deadline by which to raise clarification questions.

RIBA Competitions
No. 1 Aire Street
Leeds
LS1 4PR
United Kingdom

T: + 44 (0) 113 203 1490
E: riba.competitions@riba.org
30. GENERAL CONDITIONS OF TENDER

30.1. Introduction
Bidders should read all instructions carefully before completing the documentation, and must comply with the terms of this ITT. Failure to comply with the requirements for completion and submission of the tender may result in the rejection of your tender. Bidders should acquaint themselves fully with the extent and nature of the goods/services and contractual obligations contained herein and take any independent financial or legal advice, if necessary, as early as possible in the process and Bidders are deemed to have done so before submitting a tender.

Bidders are reminded that the EU procurement regime prevents Peabody from negotiating on commercial aspects of any Bidder offer - hence, Bidders shall always treat their tender as a “best and final offer”.

30.2. Confidentiality

30.2.1. All information supplied by Peabody in connection with the ITT shall be treated as confidential and Bidders shall not, without the prior written consent of Peabody, at any time, make use of such information for any purpose other than the preparation of its Tender.

30.2.2. Bidders shall treat the ITT and all other information provided by or on behalf of Peabody as private and confidential. Bidders shall not disclose the fact that they have been invited to tender or release details of the ITT other than on a strictly confidential basis to those parties whom they need to consult for the purposes of preparing their Tender.

30.2.3. Providers shall not at any time release any information concerning the ITT and/or their Tenders and/or any related documents and/or any negotiation and/or discussion with Peabody in this connection for publication in the press or on radio, television, screen or any other medium.

30.2.4. Peabody reserves the right to retain all Bidder’s Tenders throughout the period that the Tender remains valid and open for acceptance.

30.2.5. Each Bidder undertakes to indemnify Peabody and to keep Peabody indemnified against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the provisions of Section 30.2.2.
30.3. Liability of Peabody and its Advisers

For the purposes of this Procurement, “Peabody” means Peabody Trust and any successor body including any body corporate in which all or substantially all of Peabody Trust’s business and assets is vested for the time being, and any subsidiary or associate of Peabody Trust for the time being (in each case as such terms are defined in s.271 of the Housing and Regeneration Act 2008).

In the Procurements Documents ‘Peabody’ includes all or any of the Peabody Group and its members, officers and Advisers, and the directors, officers, members, partners, employees, other staff, agents or advisers of any such body or person.

The Procurement Documents have been prepared by and on behalf of Peabody for purposes of:

- providing an application procedure for individuals or organisations interested in tendering for the required services; and
- to assist persons interested in tendering for the required services in making their own evaluation of the potential opportunity.

The Procurement Documents are intended only to provide a background explanation of the required services and are not intended to form the basis of any decision on whether to enter into any contractual relationship with Peabody. The Procurement Documents do not purport to have been independently verified.

Peabody and its Advisers:

- do not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Procurement Documents provided. Any persons considering entering into a contractual relationship with Peabody should make their own investigations and independent assessment of Peabody and its requirements for this scheme and should seek their own professional technical, financial and legal advice; and
- exclude all liability for any loss or damage (whether caused by contract, tort (including negligence), misrepresentation or otherwise (other than in respect of fraud or fraudulent misrepresentation) or personal injury or death) in relation to the Procurement Documents and/or arising as a result of reliance on the information in the Procurement Documents or any subsequent information made available to Bidders. Any and all liability is expressly excluded to the maximum extent permissible by law.

Only the express terms of any written contract relating to the required services shall have any contractual effect in connection with this procurement.

Save for the honorarium to be provided as per Section 24, Peabody will not be responsible for any costs or expenses borne by Bidders or any of its supply chain, partners or advisers in this procurement process.

For the purposes of the procurement, all Advisers referred to in this document are acting exclusively as the advisers to Peabody and will not be responsible or owe any duty of care to anyone other than Peabody
30.4. Information provided by Bidders
Peabody is relying on information provided by Bidders during the procurement process (including but not limited to Bids). Bidders shall provide details of any areas in which any information which has been provided to Peabody prior to submission of its Tender is no longer fully accurate, comprehensive and up to date and give notice to Peabody of any information which they know or might reasonably be expected to know will become out of date during the term of the Agreement.

30.5. Bidding Process and Costs
Peabody reserves the right at any time:
- to require a Bidder and/or its Consortium Members to clarify their Bid(s) in writing and/or provide additional information (failure to respond adequately may result in a Bidder not being successful); and/or
- to amend the terms and conditions of the procurement process;
- not to consider Bids other than those specified;
- to issue amendments or modifications to the ITT;
- to alter the timetable to contract award;
- to cancel or withdraw from the tender process at any stage;
- not to award a contract.

Bidders are responsible for obtaining all information necessary for the preparation of their Tenders. All Bidders are solely responsible for their costs and expenses incurred in connection with the preparation and submission of Bids and participation in all future stages of this procurement. Save for the honorarium to be provided as per Section 24, under no circumstances will Peabody be liable for any costs or expenses borne by Bidders or any of its supply chain, partners or advisers in this procurement process.

30.6. Submission of Tenders

30.6.1. Bidders’ tenders shall be made in accordance with the Bid Deliverables and Submission Requirements (Section 18) and Submission Method (Section 19) stated in this ITT document. Any Tender received after the stated deadline shall be excluded.

30.6.2. No alteration or addition (save for the inclusion of the relevant information) should be made to the Form of Tender (Appendix 1). Tenders must not be qualified in any way and must be submitted strictly in accordance with this ITT, including the Instructions. Tenders must not be accompanied by any covering letter or any statement that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders.

30.6.3. Bidders should provide information in the format requested and within specified page limits etc.

30.6.4. Questions shall be answered in English and state all monetary amounts in Pounds Sterling.
30.6.5. The Tenders shall be signed:
   a. where the Bidder is an individual, by that individual;
   b. where the Bidder is a partnership, by all the partners or by at least two (2) partners signing
      under a power of attorney on behalf of the other partners, a copy of which is to be provided with
      the Tender;
   c. where the Bidder is a company, by two (2) directors or by a director and the company secretary,
      such persons being duly authorised for that purpose.

30.6.6. Each Bidder shall produce forthwith upon request by Peabody documentary evidence of any
         authorisation, formation, interpretation and performance referred to in paragraphs 30.7.5(b) and
         30.7.5(c) above.

30.6.7. Bidders shall note that the formation, interpretation and performance of the Contract shall be
         subject to and interpreted in accordance with the laws of England.

30.6.8. Bidders shall include in their Tender all information required by the ITT and all costs necessary to
         enter into the Contract and to deliver the Services safely and in compliance with all statutory
         provisions and other rules or regulations relating to the Contract.

30.6.9. Bidders Tenders shall remain open for acceptance for a minimum period of 90 calendar days.

30.7. **Non-consideration of Tenders**

30.7.1. Peabody may in their absolute discretion refrain from considering a Tender if either:
         a. in any respect, it does not comply with the requirements of the ITT, or
         b. the Tender contains any significant omissions;
         c. the Tender is not submitted by the deadline set out in Section 19 (Submission Method).

30.8. **Rejection of Tenders**

30.8.1. Any Tender or other documents submitted by any Bidder in respect of which the Bidder:
         a. fixes or adjusts the amount, prices, charges and rates shown,
         b. by or in connection with any agreement or arrangement with any other person,
         c. by reference to any other Tender, or
         d. communicates to any person other than Peabody any information except in accordance with
            Section 30.2.2, or
         e. enters into any agreement or arrangement with any other person that such other person shall
            refrain from submitting Tenders or shall limit or restrict the amounts, prices, charges and rates
            to be shown by any other Bidder in its Tender and other documents, or
         f. offers or agrees to pay or give, or does pay or give, now or in the future any sum of money;
            inducement or valuable consideration directly or indirectly to any person for doing or having
            done or causing or having caused to be done or offering to do in relation to any other Bidder
or any other proposed Bidders or other documents or current or future commercial or personal relationship any act or omission, or

g. has directly or indirectly canvassed any member or official of Peabody concerning the acceptance of any Tenders or has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenders or other tenders made by any other Bidder, or

h. fails to use the English language, or

i. fails to state monetary amounts in Pounds Sterling,

may not be considered for acceptance and may accordingly be rejected by Peabody provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to Peabody in respect thereof or to any criminal liability that such conduct by a Bidder may attract.

30.8.2. Peabody reserves the right at any time:

a. not to award a Contract and to withdraw from, suspend or terminate the procurement procedure, any part of the procurement procedure and to procure the appointment of the Provider by any alternative means which the Authority see fit (including by way of undertaking a new procurement process), or:

b. to award the Contract(s) to which this procurement process relates in whole, in part or not at all without incurring any liability whatsoever to the Bidder. The Bidder acknowledges and agrees that in participating in this ITT, it shall hold Peabody harmless from any liability or loss whatsoever suffered by the Bidder as a result of Peabody’s actions and/or omissions under this ITT.

30.9. Acceptance of Tenders

30.9.1. Bidders are reminded that no offer or Bid is deemed accepted until the relevant contractual documents have been duly signed on behalf of Peabody, the successful Bidder and all other relevant parties and declared unconditional. No dialogue or communication with Peabody, whether prior to or after the commencement of the ITT stage, up to and including any notification of the preferred Bidder, shall imply acceptance of any offer or constitute an indication that the Bidder will be awarded the contract.

Please note that only the express terms of any written contract which is finally agreed between Peabody and the successful Bidder and which is duly declared unconditional shall have any contractual effect.

30.9.2. Peabody reserves the right to accept any Tender pursuant to the ITT.
30.9.3. Peabody shall not be bound to accept any Tender and reserve to themselves the right at their absolute discretion to accept or not accept any Tender.

30.9.4. Peabody may without limitation meet with and/or interview Bidders, ask for presentations and clarification of material submitted. All Tenders made by Bidders prior to the Closing Date will be considered, together with any other information that Peabody may require to be submitted.

30.10. **Bidder’s Warranties**
In completing its Tender each Bidder warrants, represents and undertakes to Peabody that:

- a. it has not done any of the acts or matters referred to in paragraphs 30.8.1(a)-(g) above and has complied in all respects with the Instructions,
- b. all information, representations and other matters of fact communicated (whether in writing or otherwise) to Peabody by the Bidder, its employees or agents in connection with or arising out of the Tender is true, complete and accurate in all respects,
- c. it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Tender, and has not relied on information supplied by Peabody,
- d. it has satisfied itself as to the correctness and sufficiency of the information it has included in its Tender and inserted in the Pricing Schedule,
- e. it has full power and authority to enter into the Contract and to deliver the goods / services,
- f. it is of sound financial standing and has and will have sufficient resources available to it to comply with its obligations under the Contract.

30.11. **Contractual Structure**
Any Contract resulting from this ITT will be subject to the Terms and Conditions together with any schedules and appendices substantially in the form included at Appendix 4 (the “Contract”). The Contract sets out the terms and conditions between Peabody and the successful Bidder(s) for the provision of the services. Appointment under the Contract will mean that successful Bidder will be required to deliver service to Peabody on the terms and conditions set out in the Contract throughout the duration of the Contract.

30.12. **General**
30.12.1. Every part of this ITT and all other documents provided to Bidders will remain the property of Peabody and will be returned with the Tender or, if no Tender is submitted, upon Peabody’s demand.

30.12.2. Bidders are advised to retain for themselves details of their Tenders. Peabody reserve the right to make a charge if a Bidder requests a copy of its Tender.
APPENDIX 1: FORM OF TENDER
FORM OF TENDER FOR PROVISION OF ARCHITECTURAL DESIGN AND RELATED SERVICES FOR
NEW SOUTHMERE VILLAGE LIBRARY BUILDING

TENDER DUE IN BY: 14.00HRS (BST), 21 SEPTEMBER 2017

<table>
<thead>
<tr>
<th>Name:</th>
<th>[INSERT NAME]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>[INSERT FULL COMPANY ADDRESS]</td>
</tr>
<tr>
<td>Date:</td>
<td>[INSERT DATE]</td>
</tr>
</tbody>
</table>

UNCONDITIONAL AND IRREVOCABLE OFFER TO PEABODY IN RESPECT OF NEW SOUTHMERE VILLAGE LIBRARY BUILDING

I/We the undersigned return this Tender and acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender (receipt of which is also acknowledged) of which the following form part, all duly completed in full where appropriate:

<table>
<thead>
<tr>
<th>Section Ref.</th>
<th>Description</th>
<th>Names of file uploaded to RIBASubmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Anonymous A1 Design Boards</td>
<td></td>
</tr>
<tr>
<td>18.2</td>
<td>A4 Design Report</td>
<td></td>
</tr>
<tr>
<td>18.3</td>
<td>Outline Specification of Materials</td>
<td></td>
</tr>
<tr>
<td>18.4</td>
<td>Schedule of Fees / Pricing Schedule</td>
<td></td>
</tr>
<tr>
<td>18.5</td>
<td>Publicity Images</td>
<td></td>
</tr>
<tr>
<td>18.6</td>
<td>Completed Tender forms:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form of Tender</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate of Non-Collusion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Declaration of Authorship</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificates confirming Insurance held</td>
<td></td>
</tr>
</tbody>
</table>

I/We unconditionally and irrevocably offer to enter into the Contract and deliver the goods / services in relation to the New Southmere Village Library Building (as set out in ITT Appendix 4: Draft Contract and Scope of Services).

I/We agree to the prices as set out in Section 18.4 (Schedule of Fees).

I/We confirm that:

i) I/We are fully conversant with every part of the Invitation to Tender and its annexures, and

ii) this Tender is strictly in accordance with all and every provision of the Invitation to Tender including, without limitation, the Competition Conditions and General Conditions of Tender.
iii All information representations and any other matters of fact communicated to Peabody (whether in writing or otherwise) in connection with or arising out of this Tender are submitted in good faith and are to the best of my/our knowledge true, complete and accurate in all respects.

I/We agree that this Tender shall remain open to be accepted or not by Peabody and shall not be withdrawn for a period of 90 days from the Closing Date set out in the Invitation to Tender, or such longer period as may be agreed by Peabody.

I/We undertake to execute the Contract substantially in the form annexed to the Invitation to Tender.

I/We undertake to provide a Parent Company Guarantee should Peabody in their absolute discretion require such Guarantee either prior to the award of the Contract or subsequently at any time following the execution of the Contract.

I/We certify that I/We have not communicated anything contained in the Invitation to Tender or its annexures to any other person except in accordance with the Instructions or adjusted our Tender in accordance with any agreement or arrangement with any other person or organisation in the terms set out above.

I/We acknowledge that Peabody is not bound to accept the lowest or any Tender they may receive, and reserve the right at their absolute discretion to accept or not to accept any Tender.

I/We certify that we have full power and authority to enter into the Contract and deliver the goods / services, and that this is a bona fide Tender.

I/We certify that I/we are of sound financial sounding that will enable us to carry out our obligations under the Contract in full and are not aware of any circumstances which might adversely affect such financial standing in future.

Dated this .................. day of ....................

Signed for and on behalf of the Bidder:

Signed: ..........................................................................................................................

Position / Status: ..........................................................................................................

Bidder’s Name: ..........................................................................................................

Address: .................................................................................................................

Signed for and on behalf of the Bidder:

Signed: ..........................................................................................................................

Position / Status: ..........................................................................................................

Bidder’s Name: ..........................................................................................................

Address: .................................................................................................................

[PLEASE PRINT OUT THE FORM OF TENDER, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR TENDER]
APPENDIX 2: CERTIFICATE OF NON-COLLUSION
Certificate as to Bona Fide Tender / Collusive Tendering

To Peabody Trust

(hereinafter called “Peabody”)

The essence of Tendering is that Peabody shall receive bona fide competitive Tenders from all persons bidding. In recognition of this principle;

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

a) communicate to a person other than Peabody the amount or approximate amount of my/our proposed Tender (other than in confidence in order to prepare a joint submission or to obtain insurance premium quotations required for the preparation of the Tender),

b) enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Tender to be submitted,

c) offer or agree to pay or give now or in the future any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done or offering to do in relation to any other Tender or proposed Submission for the goods / service or current or future commercial/personal relationship any act or omission.

In this certificate the word person includes any person and anybody or association, corporate or incorporate and any agreement or arrangement includes any such transaction, formal or informal and whether legally binding or not.

Signed (1): ____________________________
Status: ________________________________

Signed (2): ____________________________
Status: ________________________________

For and on behalf of: ____________________________
Date: ____________________________

[PLEASE PRINT OUT THE CERTIFICATE OF NON-COLLUSION, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR TENDER]
APPENDIX 3: DECLARATION OF AUTHORSHIP FORM (AND PARTNERSHIP DECLARATION)
Selection of Architect for: Southmere Village Library Building

| Architect | [INSERT COMPANY NAME] |

DECLARATION:
1. We agree to permit free publication and/or exhibition of our design proposals - subject to [2] below.
2. We agree to continue to maintain strict confidentiality in respect of the Southmere Village Library Building, to not identify ourselves as a successful or unsuccessful participant, nor independently release images of our design proposals to any third parties, web sites or social media outlets prior to an official announcement being made and/or related embargoes lifted. Any images issued prior to the conclusion of the procurement process will be co-ordinated by Peabody and/or RIBA Competitions.
3. We declare that the design ideas are our intellectual property, prepared by the constituent design team members for the purposes of participating in the procurement process.
4. It was necessary for us to form an association for the purpose of entering this competition.
5. We declare that a partnership agreement is in existence for the purpose of carrying out the project in the event of the association winning the competition.


| Full Name of Authorised Signatory: |  |
| Signed: |  |
| Date: |  |
| Company Name: |  |
| Postal Address: |  |
| E-mail: |  |
| Tel No: |  |

This form should accompany the remainder of the design submission material and be submitted in accordance with the instructions given under Sections 18 and 19 of the Invitation to Participate in Design Competition document. The deadline for return of the digital and hard copy elements of the submission is 14.00hrs, Thurs. 21 September 2017. The digital submission portal will not allow uploads after the stated deadline and late entries will not be accepted.
APPENDIX 4: Draft Contract and Scope of Services
To be made available to shortlisted bidders