

Memorandum

Date July 2018
From RIBA Competitions
Subject **RSPCA Animal Centres of the Future Competition
Memorandum in response to PQQ Questions**

The information contained within this Memorandum should be treated in confidence and for the purposes of the RSPCA Animal Centres of the Future Competition.

Q1. Are we to provide two examples of our experience, one in 4.1 and one in 4.2 or are we required to provide two examples for 4.1 and one example for 4

A1. Please provide a maximum of 2 examples for 4.1 and 1 example for 4.2.

Q2. I assume we are able to provide additional information in the form of appendix sheets should we wish to elaborate on any of the questions.

A2. Further information can be provided on one additional page of A4 if required.

Q3. Our practice does not meet the minimum turnover requirement, can we team with another architecture practice to achieve the required turnover?

A3. Yes, please note that the RSPCA is very keen to work with an established team if a consortium approach is proposed both architecture practices must have worked together on previous projects.

Q4. We are looking to team up with a larger company forming a consortium as our practice does not achieve the recommended turnover and we have collaborated with this practice on numerous occasions.

I assume the larger company is required to be the consortium lead and if so can the Registered Architect still be the design lead if they are from the smaller company in the consortium? (ie not the consortium lead)

A4. Yes, though any later engagement will need to be formed with the larger company

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Q5. We do not have the required public liability in place, but the larger practice does (hence the collaboration) If appointed we would obviously ensure this is increased as required however at this stage I'm assuming that wouldn't go against us or prevent us progressing to the next stage?

A5. This is acceptable and wouldn't go against your submission.

Q6. I am a newly registered architect both under RIBA and ARB and will be the lead of a team with some individual architectural designers. We don't have an organisation just yet, and i wondered if this would affect our eligibility?

A6. The RSPCA is looking to appoint a team with an established working relationship, with experience of working together on projects that have been realised, built and delivered. There is also a requirement for the team to meet the minimum turnover level and to obtain the required Insurance levels on selection of the winner should the winning team not already have this in place.

If you are still interested in taking part in the competition you could consider teaming up with an established practice with whom you have an established working relationship to ensure your team meet the minimum requirements stated within the PQQ.

Q7. Under 4. Experience, do we need to attach the contract of a similar/ alternative build projects?

A7. No, the contract is not required. Please provide details of up to 2 project your team has worked on that are of a similar scale to the RSPCA Animal Centre project and one example which demonstrates experience of alternative build methodologies.

Q8. For questions 4.1 and 4.2 which request specific project information doe this need to be filled out within the Word Document format or can additional PDFs be attached to provide requested project information alongside images?

A8. Further information can be provided on one additional page of A4 if required.

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- Q9.** Can you clarify if we are required to enter this competition as a proposed team of consultants or whether we should be entering as just the architects for the project?
- A9.** **The client is looking for an architect-led team with relevant consultants to be appointed by the architects.**
- Q10.** My practice would very much like to enter the competition for the RSPCA Animal Centres of the Future. However, the PQQ states that the architect and lead consultant has to have a minimum turnover of £350K. Would it be acceptable if our structural engineer (who meets the turnover) submitted the PQQ with us as subcontractor?
- A10.** **As the RSPCA are looking to only contract with the lead architect team they would not be able to accept sub-consultant's turnover to meet the minimum turnover requirement. However, if you were able to work with another architecture practice in order to meet the required level this would be acceptable. The RSPCA does however have the stipulation that the practices must have an established working relationship having worked on previous projects together that have been realised, built and delivered.**
- Q11.** Is the PQQ looking for a team (including engineers, QS etc) or just an architect? Does the question relating to consortium refer to a design team?
- A11.** **The RSPCA is looking to appoint a full design team and will contract with the lead architect firm.**
- Q12.** Does the team need to be assembled for the submission or can we just apply as ourselves for now?
- A12.** **The RSPCA are looking for an architect-led multi-disciplinary team with an existing working relationship to apply from the outset of the competition.**
- Q13.** Will the Site address and/or layout be available at this Phase 1a with a PDF/CAD drawing (indicating boundary plot outline)?
- A13.** **No, as the site information is confidential the site details will be provided to teams who have submitted a successful PQQ and have registered to participate in Phase 1b.**
- Q14.** May we confirm that within this bid, the Architect-led team would firstly require the following consultants typically solicited for this scale and nature of the project?
- Architect

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- Structural Engineer
- Mechanical Engineer
- Quantity Surveyor
- Landscape Architect (is this a mandatory pre-requisite?)
- Sustainability Architect (is a Licensed Accessor a mandatory pre-requisite even when we have in our office Architect(s) with BREEAM exposure?)

A14. The mandatory relationships required would need to be between the Architect, Structural and Mechanical engineers and Quantity Surveyor. BREEAM Exposure and previous experience in this field is satisfactory

Q15. For the confirmed team, are they meant to remain committed to the subsequent scope of developing the RSPCA Design Guide and future national projects mentioned? Or will it be a separate tender process altogether, with a new Architect-led team line-up? Are these consultants to be declared under item-1.11 of the Bidders Response document and will company profiles and/or CVs be required at this stage?

A15. Should the competition project be delivered successfully it is the intention that the winning firm will be invited to develop a Design Guide and work with the RSPCA on future projects. A separate tender process will not be undertaken.

Q16. Under Item 4.1 and 4.2 of the Bidders Response document, we are allowed to showcase contracts of similar scale to the New Animal Centre project. Does it have to be purely an animal facility? Also, will the projects/contracts need to be completed by the practices? Should key members of the consortium have past projects of relevance, can that be declared and submitted?

A16. No. The RSPCA understands that animal facilities are very much a niche market, so any projects of a similar scale would be acceptable. The evidence provided will need showcase the working relationship between the required disciplines. No relevant experience is necessary within the field, however it can be declared with the submission.

Q17. Is it required that the submission has to be from a consortium to include QS, S/E M&E consultants as well as the architect? Or if it is just an Architect submission will this be rejected?

Q17. The submission needs to showcase the work of the consortium, where previous collaborations have been successful. The RSPCA are looking for an Architect lead design team, that is able to deal with all required disciplines, where these disciplines are held in house, or formed of a collective of individuals.

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- Q18.** Where the submission will be for a consortium – do each and every member of the consortium need to complete the information in the PQQ separately ie turnover, examples of work etc?
- A18.** **This is required for the Architect Lead only, only Section 5. Insurance levels/willingness to obtain the required levels are required for your proposed consultants also.**
- Q19.** Where the Lead consultant/architect proposes a consortium – will the RIBA accept the other members being consultants proposed in the consortium are employed by the architect then under a sub-contract to the architect and not actually part of their organisation in terms of legal entity. It is noted any subsequent award will be to one legal entity?
- A19.** **Yes, this is acceptable.**
- Q20.** Previous experience by the practice and current projects with the RSPCA will not preclude entry?
- A20.** **No, it will not preclude entry**
- Q21.** We would really like to enter the RSPCA PQQ stage - however our turnover is less than the £350,000 requested. We can meet all other aspects of the criteria - is there any way we can still be considered?
- A21.** **Please refer to A.3**

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