

Crystal Palace Supporters' Trust Invitation to Tender

Title: *Training Ground Project – Appointment of Architects (Phase 2)*

Reference number: *CPST 2011/02*

Deadline for receipt of tender proposals: *12 noon, Friday 28th October 2011*

Background

Crystal Palace Supporters' Trust is the trading name of the Crystal Palace Supporters' Society Ltd. It is an Industrial and Provident Society, regulated by the Financial Services Authority. It is a membership organisation, and its membership is drawn from the fan-base of Crystal Palace Football Club and the wider community around Croydon. The Trust is a full member of Supporters' Direct.

Crystal Palace Supporters' Trust was founded by fans in 2000, when the Club first went into administration, with a view to raising sufficient funds to purchase a stake in the Club on behalf of fans. It successfully raised in excess of £1 million from individual fans through a loan notes scheme in 2000. Unfortunately, the new owner of the Club did not want to include the Trust in the ownership of the Club, and all monies were returned to loan note holders.

Crystal Palace Supporters' Trust has approximately 2,000 paid up members, and is the largest Trust in the Championship.

In summary, the five objects of the Trust are:

- (i) to develop and strengthen the bonds between Crystal Palace Football Club and the local community;
- (ii) to promote the constructive involvement of supporters in the running and direction of the Club;
- (iii) to benefit present and future members of the community by promoting, encouraging and furthering the game of football;
- (iv) to assist CPFC in any way agreed by Trust membership, including financially, in kind, and in developing partnerships to further the interests of CPFC;
- (v) to maintain membership of Supporters Direct and develop links with the supporters of other clubs.

Following the purchase of Crystal Palace Football Club by a consortium of fans (CPFC2010 Ltd), the Trust and Club have been working closely together to work towards an initiative that will see a new training facility built and owned by fans, through the Trust, and leased to the Club. In 2010, the Trust commissioned a feasibility study to explore the possibility of fans of Crystal Palace Football Club purchasing, through the Trust, some land upon which to build a training facility for lease to the Club. The facility would consist of several full-sized football pitches and a building to house a range of facilities, including a gymnasium, physiotherapy

/ medical suite, changing rooms, canteen, rest / relaxation areas, offices and meeting spaces. The total site footprint will be in the region of 11 acres, with the built element approximately 1500 sq m.

The project will be funded primarily by means of loan stock and community shares, with stakeholders purchasing stock in blocks of £500, alongside some major donors contributing larger amounts.

Crystal Palace Supporters' Trust is a not-for-profit industrial and provident society owned by its members with a clear community-focussed constitution.

Further details can be found at our website at <http://palacetrust.org.uk/training-ground/>

Section 1: Specification

Introduction

The Trust is now in the process of acquiring land in order to build the facility, and so is looking for an architects practice to work with the Trust and its project manager to fulfil its ambitious project.

There are significant planning issues relating to the Trust's preferred site, including building on metropolitan open space. This means that there will be a significant increase in our funds only after we have secured planning permission. For this reason, we are looking for a practice that is able to offer us a modular solution, back-loading as much work as possible.

Current Status

The project is now entering a critical phase. A preferred site was identified, and negotiations began in mid-2011 with the owner, a local authority. However, following local opposition, the authority have now withdrawn the site. There are tight timeframes to fit in with a desire to move into a new facility in time for the 2013-14 pre-season training, in June 2013. Firming up design elements will therefore run alongside the process of identifying a new site. Two sites have been earmarked – each with complications, and agents will be engaged to identify additional sites.

Requirements

This tender process is for all architectural services – pre-planning and post-planning to completion. This means that once we have engaged you, all architectural services will be provided by you until the project is completed, and there will be no further tender exercise.

We are looking for an architects practice which can provide us with initial support with drawings, as we proceed with our application process in relation to our

preferred site. This will build on the work already undertaken during the feasibility study.

We are likely to follow a traditional model of building the facility, as our principle tenant has good contacts in the building and ground maintenance fields, so we want a practice that will work with the Trust and other contractors. However, we are open to considering adopting a design and build model.

As mentioned previously, we are looking for a modular approach, with minimal work to take us through the planning process, with more detailed work being undertaken when there is a greater level of certainty of this project succeeding.

We are looking for an architectural firm to work with us to act as lead designer. Working alongside the client's representative, the duties will follow a RIBA standard form of appointment and will include;

1. Lead on necessary consents from planning (if appropriate), building control and landlords approval.
2. Attendance at design team meetings in South London
3. Preparation of tender materials
4. Assist in selection of contractors and specialist subcontractors if appropriate
5. Attendance on site during the construction of works
6. Oversee completion issues including the preparation of defects and snagging lists
7. Preparation of presentational materials.

The successful architectural firm will be able to demonstrate;

- a) Ability to articulate well defined, contemporary design solutions within the confines and limits of building on metropolitan open land and in a predominately residential area. This should include examples of published projects within the last 5 years
- b) Ability to work within tight budgets and use innovative approaches to ensure maximum benefit of any investment.
- c) Ability to work well with a range of stakeholders and a proven approach to communicating with expert and inexperienced audiences.
- d) Proven track record of working to time and budget
- e) Proven track record of delivering small, complex projects
- f) Sound financial standing
- g) Experience of, and an empathetic approach to, working with sports practitioners and design and build of sports facilities.
- h) Experience of working with the not-for-profit sector and volunteer boards

Scope of service

The appointment will be made against an agreed RIBA standard form of appointment against an agreed fee scale.

Project Timetable

Identify site – October – December 2011

Agree building specifications – November – December 2011

Pre-planning application – December 2011 – March 2012

Post-planning application – March 2012 – 2013 as required.

Build – for completion by Easter 2013

Duration of Contract

The initial contract will be for a period leading up to the submission of a planning application (if required) or the acquisition of land for the project. The contract will then be carried forward to the post-planning phase, where additional work will be required to develop the proposals to a standard ready for building the facility, and support as necessary during the construction phase of the project.

Hours of Service

To be agreed with the successful company but we would expect the service to be conducted within normal office hours, Monday to Friday although there is some expectation that site attendance may take place out of normal hours.

Service Levels

Appropriate service levels will be required, in accordance with the standards laid out by RIBA.

Escalation Procedures

In the event of a major problem, a list of contacts will be required to manage any problem to a successful conclusion.

Account Management

In performing the services required under this contract the supplier will report to Raj Chandarana, the Training Ground Project Manager. Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

Management Reporting/review meetings

Regular reporting / review meetings will be required with the Project Manager. These will not necessarily be face-to-face but could be via teleconference / video conference. The successful applicant will be required to attend design and site team meetings as part of the normal course of the design development and construction. The Project Manager reports regularly to the Trust Board and to the Trust's wider membership. A contribution to his reports will also be required.

Logo and documentation

All documentation will require the Crystal Palace Supporters' Trust logo, and, where appropriate, also the Crystal Palace Football Club logo. Necessary images will be provided. All drawings, publications and other matter will be the property of Crystal Palace Supporters' Trust

Other

The client will be Crystal Palace Supporters' Trust. However, there is an expectation of having a close working relationship not only with the Trust but also relevant personnel at Crystal Palace Football Club.

Pricing/Budget

In order to encourage fair and open competition Crystal Palace Supporters' Trust's policy is not to provide tenderers with a budget figure for proposed work. However, you should plan for a construction budget in the region of £3m.

You should express your fee as a percentage of the construction cost. You should list any exclusions from your fee percentage. You should provide a day rate cost for any out of scope work for each member of your team. You should provide a cost for all disbursements that you intend to charge over and above your percentage fee.

You should provide a breakdown of your percentage fee against the RIBA Stages A to L.

The Trust may award the contract on a lump sum basis based upon your percentage fee. We will agree this with you at the point of appointment.

However, we must stress again that this project will be reliant upon raising funds through fans of Crystal Palace Football Club and **not** from the football club or its owners. Therefore, consideration must be given to our cashflow, and the likelihood of raising limited funds until the planning process has been successfully overcome.

Payment Structure and billing requirements

As this project will be modular in nature, a suitable payment structure will be agreed with the successful architects practice. Payments will be on invoice to the Trust against your agreed payment structure at the satisfactory completion of the RIBA stages.

Tender Response Requirements

If your practice is interested in working with the Trust, you are requested to submit, on no more than 20 sides of A4 (or 10 sides of A3) paper, including appendices, why you want to be our partner in this project. You should include in your submission:

Please supply us with **four** copies of your submission, along with an electronic version (PDF format).

- Details of how you meet all of our requirements as detailed above
- Information about your practice and the key personnel for this project, and examples of your work.
- Previous experience of providing similar services
- Quality assurances procedures
- Project methodology
- Suggestions for service level agreements, management information and reporting based on any existing arrangements you may have.
- Detailed project plan
- Implementation plan
- Pricing
- Completed tender supplier appraisal
- In addition to the requirements of Form E, Section 4. Experience and Contract Examples please provide photographs, drawings, published articles as appropriate.
- As per the requirements of Form E, Section 4. Experience and Contract Examples please provide 3 client references, including contact details and confirmation that we may contact your referees

In addition, please also complete and return **one copy** of the *Tender Supplier appraisal form*

Evaluation Criteria

Criteria	Weighting
Value for money	40%
Processes and procedures to ensure quality of staff provided	15%
Strength of the proposal for managing the services including previous experience of providing similar services, including sports facilities	15%
Implementation proposal	15%
Experience of working with not-for-profit organisations	5%
Experience of designing and delivering projects to meet milestones and budgets	5%
Evidence of good working practice to include current equal opportunities policy and company approach to sustainable development	5%

Section 2: Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by Crystal Palace Supporters' Trust as confidential at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between Crystal Palace Supporters' Trust and any other party, can be considered a contract or agreement at this stage.

All correspondence in relation to this tender, including tender submissions, should be addressed to:

Raj Chandarana, Project Manager

Crystal Palace Supporters' Trust, Selhurst Park Stadium, London, SE25 6PU

Tel: 020 3514 8967

Email: tg@palacetrust.org.uk

Expressions of interest should be emailed to Raj Chandarana, and the formal tender documentation should be posted or mailed. If you are using a courier service, they should be directed to the Main Reception at Selhurst Park Stadium. Please note that the reception is only staffed Monday – Friday, 8.30 am – 4.30 pm. There is no letterbox facility and tenders are left at your own risk outside of these hours.

Tender Timetable

Please see below a detailed timetable of when specific events will take place and specific deadlines which must be met in order to participate in this tender.

Event	Date/Time
Tender Notice posted	<i>5/10/2011</i>
Expressions of interest deadline (via email)	<i>13/10/2011 at 5 pm</i>
Tender response deadline	<i>28/10/2011 at 12 noon</i>
Interviews(if applicable)	<i>w/c 31/10/2011</i>
Anticipated contract award	<i>Early November 2011</i>

Compliance

Crystal Palace Supporters' Trust reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

Crystal Palace Supporters' Trust reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Prices

In order to encourage fair and open competition, our policy is not to provide tenderers with a budget figure for the proposed work.

You should provide an informed estimate of the cost of the proposed procurement. Submit all prices in pounds sterling and indicate VAT separately, if applicable. Prices should be fixed and firm for the duration of the contract.

Please note: Crystal Palace Supporters' Trust reserves the right to purchase all or any parts of the tendered goods or services at the prices and specifications submitted in your response.

Contract and duration

Crystal Palace Supporters' Trust will award the contract to the successful tenderer and negotiate the specific terms. The final award of the tender is always subject to the parties agreeing to all terms of the contract.

Please note that Crystal Palace Supporters' Trust intend to publish online the final awarded contract and any associated documentation. If you have any concerns about the future publication of sensitive information you should raise these within your tender proposal.

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to Crystal Palace Supporters' Trust is open for acceptance for 60 days from the tender closing date.

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

Crystal Palace Supporters' Trust reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

Crystal Palace Supporters' Trust is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Information and questions

If you need us to clarify the documentation or if you have further questions regarding the tender process, write to the Project Manager at the address above quoting the tender reference number, preferably via email. We will try to respond to reasonable requests for further information within the timescale of the tender.

Crystal Palace Supporters' Trust reserves the right to advise all other tenderers of material questions and the answers supplied without disclosing the source of the enquiry.

Site visits

If you require a site visit before submitting your tender, email the Project Manager. Crystal Palace Supporters' Trust reserves the right to refuse any site visit requests, but we will explain why we refused.

Return of Tender

Send 4 copies of your tender including all documentation in a plain sealed envelope or package by no later than 12 noon, Friday 28th October 2011 to the address provided above, marking it clearly "**Training Ground Tender**". Any tender delivered after that time for any reason may be discounted.

In your tender response, clearly indicate the names and addresses of any sub-contractors you intend to use to provide the services, and the scope of work you will employ them for.

Send 1 copy of the *Tender Supplier Appraisal Form*, which can be downloaded from our website at <http://palacetrust.org.uk/training-ground>

Crystal Palace Supporters' Trust is not responsible if all or part of your tender is not received. You should use a traceable dispatch system. In the event of a dispute, you are responsible to prove the tender was delivered.

Post-tender interviews

Crystal Palace Supporters' Trust reserves the right to ask you to attend post-tender interviews or present your proposals. You are responsible for all your expenses when attending such interviews. Interviews will take place in the week commencing 31st October at Selhurst Park Stadium or another location in the locality.

Crystal Palace Supporters' Trust reserves the right to conduct post-tender negotiations with one or more tenderers.