



LONDON BOROUGH OF  
RICHMOND UPON THAMES

# Twickenham Riverside

Invited Design Competition

ITT PHASE  
Invitation to Tender  
June 2019

RIBA   
Architecture.com

## Summary of Abbreviations

**'The Council'** means the London Borough of Richmond upon Thames.

**'Advisers'** means all professional advisers of the Council involved in the procurement.

**'PCR15'** means The Public Contracts Regulations 2015.

**'ITT'** means Invitation to Tender.

**'Participant'** refers to a Candidate selected to participate in the ITT Phase.

**'Bidders/Bid Teams'** means individuals and/or organisations who have been short-listed and to whom the Council issues the final version of the ITT document.

**'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.

**'Consortium Member'** means where the Bidder is a consortium, any individual economic operator forming part of that consortium.

**'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.

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

**'Procurement Documents'** means any document issued by the Council as part of this procurement process.

**'Ancillary Documents'** means the list of Appendices and any supporting information.

**'Bid'** means the proposals submitted by a Bidder as part of this procurement process at any stage of the procurement.

**'Design Competition Submissions'** means the design proposals submitted by a Bidder as part of this procurement process.

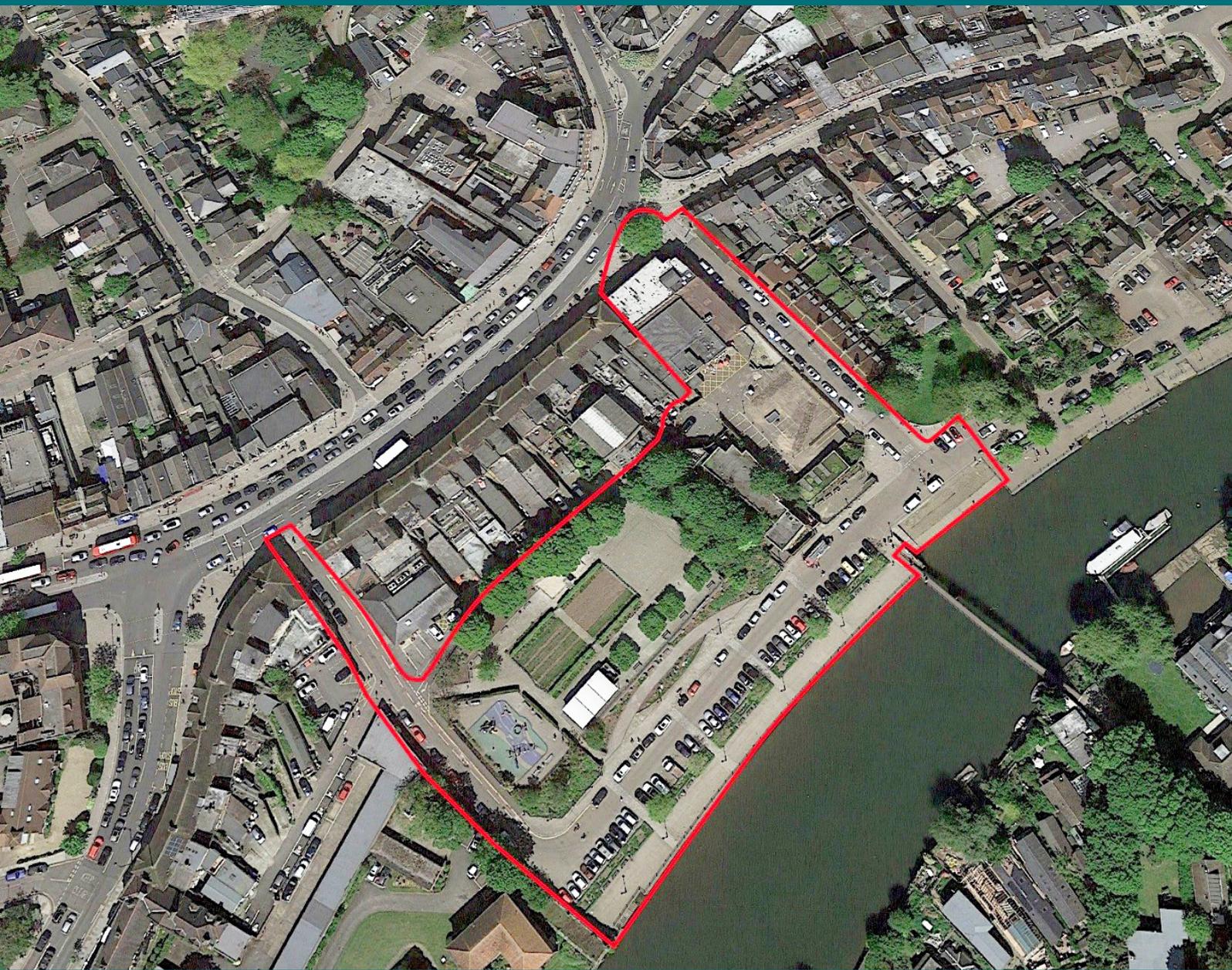
**'SQ'** means Selection Questionnaire.

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# The Site



# 1 | The Vision for the Twickenham Riverside Development

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The London Borough of Richmond upon Thames is taking new approach to find a design for this important site in Twickenham. The design will allow the public to enjoy the full beauty and utility of the riverside, improving the physical link between the river and the town, to define Twickenham as a distinctive destination with a rich cultural history, and an exciting location to live, work and visit.

Twickenham in general, and the riverside in particular, has an exciting and varied architectural heritage. The Council wants an architect who shares the local ambition for a transformative development in the town, which is appropriate in scale, and which stands the test of time as this generation's positive contribution to Twickenham's proud heritage.

## **A vision of Twickenham Riverside from Gareth Roberts, Leader of the Council:**

“ Twickenham Riverside should be the flourishing centre of Twickenham and the local area, but instead it's being used as a car park with parking prioritised over people. For nearly 40 years this beautiful stretch of the river Thames has been awaiting a design that can showcase the riverside as a destination for people to live, play, work, enjoy and thrive. We are delighted to be working with RIBA Competitions to find an architect who has the vision and skills to deliver a design which creates a heart for Twickenham.

Understanding the history of the site is key, but now it is time to look forwards. This is a great opportunity to deliver real change through an exciting, energising and inspiring design. We must invest in the future of Twickenham. I very much look forward to seeing the designs and working with the chosen team to make the riverside a destination we can all be proud of.

”

## 2 | Introduction to Twickenham

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Twickenham is a London suburb in the London Borough of Richmond upon Thames. Twickenham is a historic riverside town and has a substantial commercial town centre. The proximity of Richmond and Kingston means that Twickenham faces significant competition, but it nevertheless fulfils a range of local needs as well of those of visitors and the substantial workforce in the town. Twickenham has a unique architectural character and several distinctive features that could accentuate and complement the right design.

Twickenham is well connected. Located on the A316 the town is 10 miles south west of central London (26 minutes to Waterloo from Twickenham Station) and 5.6 miles east of Heathrow Airport. Multiple bus routes also run through the commercial centre, connecting Twickenham with Kingston, Richmond, Hounslow, Hammersmith and elsewhere.

The commercial centre includes Church Street, a particularly attractive shopping street in the oldest part of the town with a variety of independent shops, pubs and restaurants, which can be closed to traffic for fairs and al fresco dining. It also extends down York Road, King Street, and Heath Road, which is an area of fairly heavy traffic, hosting a variety of units including major chains.

The town is renowned as the home of English rugby. The town centre is approximately a 15-minute walk from Twickenham Stadium and the Stoop (Harlequins' stadium), and the area's pubs and restaurants are particularly popular on match days. But its global fame as a sporting venue sometimes risks overshadowing a rich and varied cultural history which is reflected in local architecture that can still be enjoyed by visitors today. Highlights include the recently restored home of the artist JMW Turner (the only surviving building he designed himself); Henrietta Howard's magnificent house and gardens at Marble Hill, Horace Walpole's Gothic revival Strawberry Hill House; York House with its extensive public gardens and the remaining sections of Alexander Pope's villa (adjacent to the site). St Mary's University is also located just outside Twickenham in Strawberry Hill, with a student population of around 5,500.

Twickenham is bordered to the south by a beautiful stretch of the River Thames. On a stroll or bike ride down the quiet, mostly car free route from Richmond Bridge to the development site, a visitor can take in Marble Hill House and Gardens, York House and Orleans House Gallery, and enjoy fine views across the river to Petersham Meadows, Ham House, and Eel Pie Island opposite the site itself. Yet these aspects are largely hidden to the motorist or casual visitor. The development site is located on the riverside in the heart of Twickenham, and the right development has the potential to transform the town and perceptions of it, drawing visitors towards exploring the riverside area, and making a major contribution to the quality of life and economic success of the area.

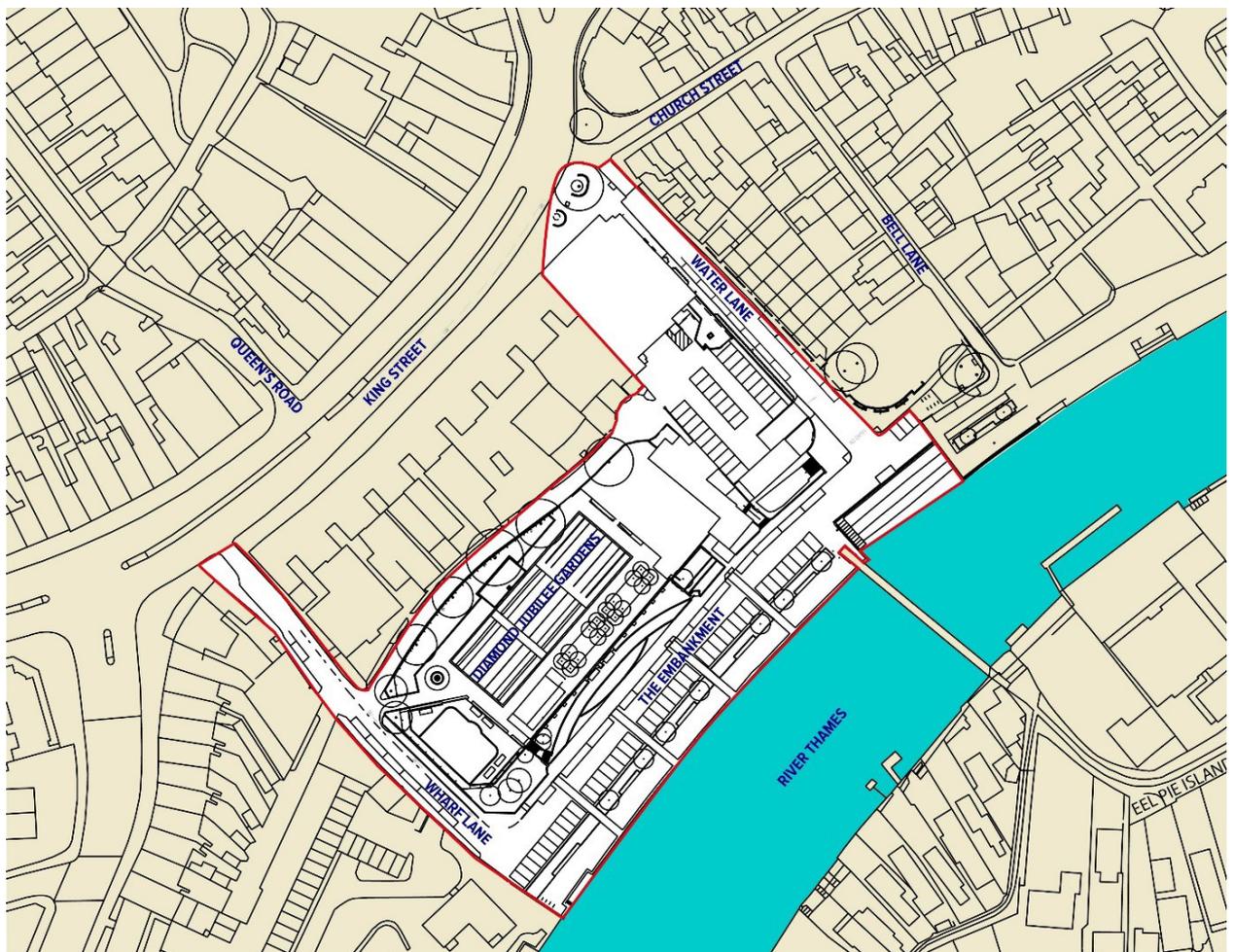
## 2.1 Twickenham Riverside | Existing Site

The history of the Embankment area of Twickenham dates back to the 1650s when Richmond House was built. The villa occupied a four-acre piece of land along the River Thames between King Street, Water Lane and Wharf Lane. Richmond House was demolished in the 1920s and part of the site was sold for the development of commercial buildings. In 1935 Twickenham Lido opened on the remaining land where Richmond House once stood and this opening coincided with the Silver Jubilee of George V. The open-air swimming pool was closed for refurbishment in 1980 but never reopened.

The pool site was derelict until 2005 when Jubilee Gardens was developed on part of the site. This site was later extended to create Diamond Jubilee Gardens which opened in 2012. In 2014 the Council brought 1, 1A, 1B and 1C King Street and the private car park (2/4 Water Lane) to the rear that adjoins the former swimming pool site, this opened up new possibilities for the site. These units are currently being leased, the longest extended until 2021.

The site includes the whole of the riverside area between Water and Wharf Lanes, including the Embankment, which is currently dominated by parked cars, and the service road behind King Street (all highways are in the Council's ownership). This incorporates the Diamond Jubilee Gardens and derelict buildings. It also includes the buildings on King Street (numbers 1, 1A, 1B, 1C), the pedestrian walkway directly in front of those buildings, and the private car park (2/4 Water Lane) to the rear in the Council's ownership.

### The Site



This is a much-loved part of Twickenham that has beautiful views of (and provides access to) the river and provides an excellent opportunity for rejuvenating and contributing to the vitality and viability of Twickenham town centre. The future use and appearance of the riverside is critical to the success of Twickenham as a destination.

The 1930s parade on King Street which abuts the site is a traditional high street of its period with retail at ground floor and residential above. Other than 1, 1A, 1B and 1C King Street the King Street parade is privately owned.

Opposite the site to the south is Eel Pie Island the only access to which (other than by boat) is by a well-used footbridge, the northern end of which falls within the site red lines.

Surrounding the site is a mixture of residential and commercial with areas of historic interest including Church Street, St Mary's Church and the Riverside itself, all of which fall within a conservation area.



← View from King Street



View from Water Lane >



View from Eel Pie Island bridge

View from the Embankment



## 2.2 Existing Building Form and Scale

The site is bounded by King Street and the back of the King Street Parade to the north, Water Lane to the east, the river to the south and Wharf lane to the west.

The site is comprised of commercial properties on King Street (1, 1A, 1B, 1C) and private car park to the rear and land to the south and west that was part of the former Twickenham Lido. This includes the Diamond Jubilee Gardens, part of the former lido site, that is open to the public and are managed by the Twickenham Riverside Trust.

Parking on Water Lane, the Embankment and Wharf Lane are a mixture of residential, shared use, pay and display and business parking bays.

The existing buildings on the site are of low architectural merit and do not fit well with the surrounding streetscape and in the conservation area. Several have been derelict for many years and detract from the riverside setting.

## 2.3 Diamond Jubilee Gardens

It is an essential part of the Design Brief to re-provide the Diamond Jubilee Gardens, subject to the key requirements outlined below.

Leased to the Twickenham Riverside Trust on a 125 year lease (the Council is the freeholder), the Diamond Jubilee Gardens (hereafter Gardens or DJG) were built on what was the former swimming pool and are designated public open space. The Trust's objectives are not limited to a particular piece of land but rather refer to a mission to:

- preserve, protect and improve for the benefit of the public the riverside and its environs at Twickenham;
- provide facilities there for public recreation and community activities; and
- advance the education of the public in the history and environment of the area.

The Twickenham Riverside development presents an exciting opportunity for the Trust to advance its objects within an enhanced space with improved facilities for visitors and scope to widen even further the range of events and activities it hosts.

The Gardens are therefore included in the development site, but the public space must be re-provided within the site in a way that represents an improvement in the riverside and environs for the benefit of the public. Please note that the public open space designation may have to be changed. The Gardens are a popular spot for events and for families. They include a secure children's play area, seating with river views, hard surface for events, areas for pétanque (used by the University of the Third Age) and a café.

### The key requirements for re-provision are:

- **Footprint:**  
maintain/extend existing surface area of c.2250msq for the benefit of the public, in a single form.
- **Dimensions:**  
of proportions that can support events and be enjoyed by a wide range of groups, ages & communities.
- **Location:**  
that the minimum surface area of the Gardens that needs to be re-provided (c.2250msq) is positioned so as not to be affected by flooding.

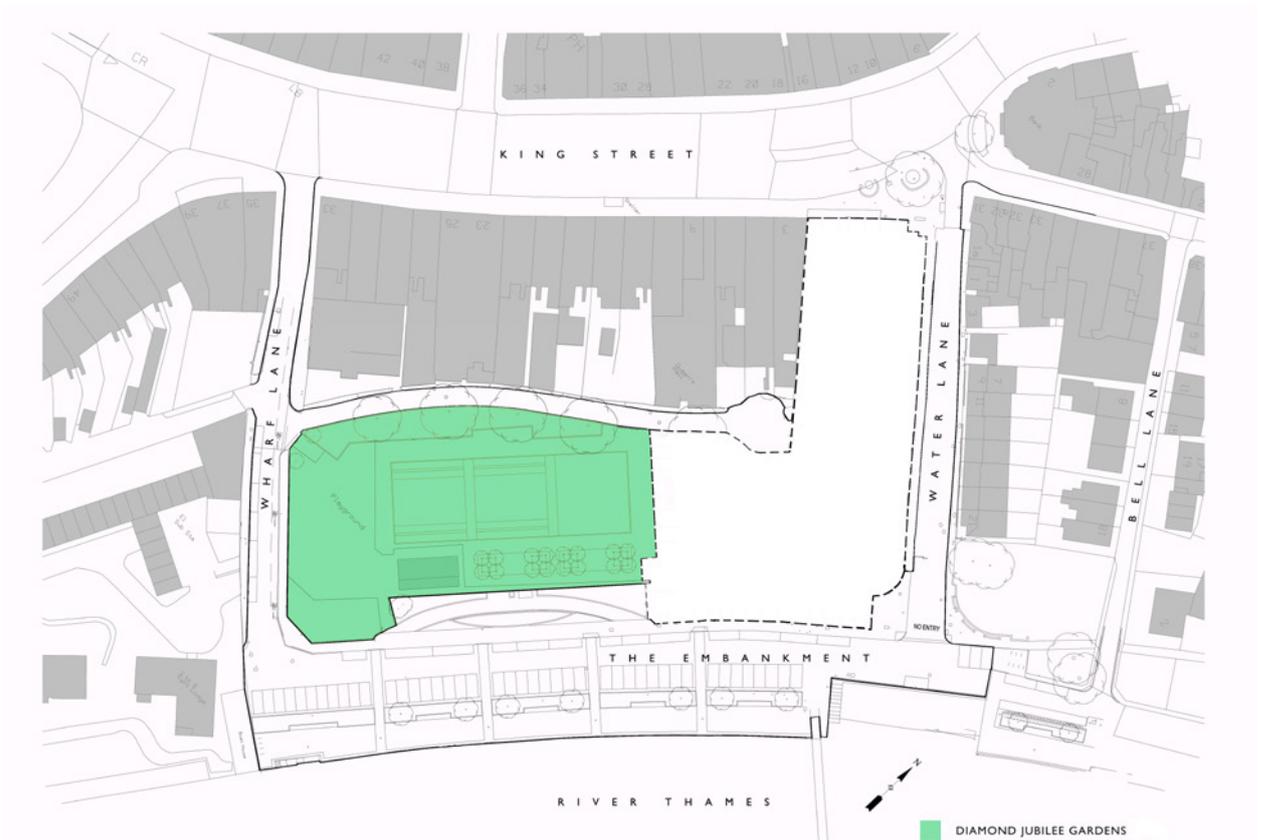
### Other considerations for any proposal re-providing the Gardens:

- That adjacent buildings are not overbearing/towering over DJG and in doing so negatively impact upon the usage and enjoyment thereof.
- That buildings do not restrict the river view from DJG, but rather enhance the public's view of the river and their enjoyment of riverside.
- That the scheme does not compromise access to DJG, but rather improve access to DJG.
- The scheme must be complementary to DJG in such a way as to enhance them and promote the public's enjoyment thereof but certainly not reduce their enjoyment and use thereof.
- Re-provide a secure children's play area.
- The Gardens are currently enclosed offering a safe space for children, used by young families and nursery groups, safety for children therefore needs to be carefully considered.
- Provide adequate storage facilities for equipment used for community events.
- Provide access to both water and electricity, the latter of a supply able to support large community events without the use of generator

## The Gardens hold several popular events

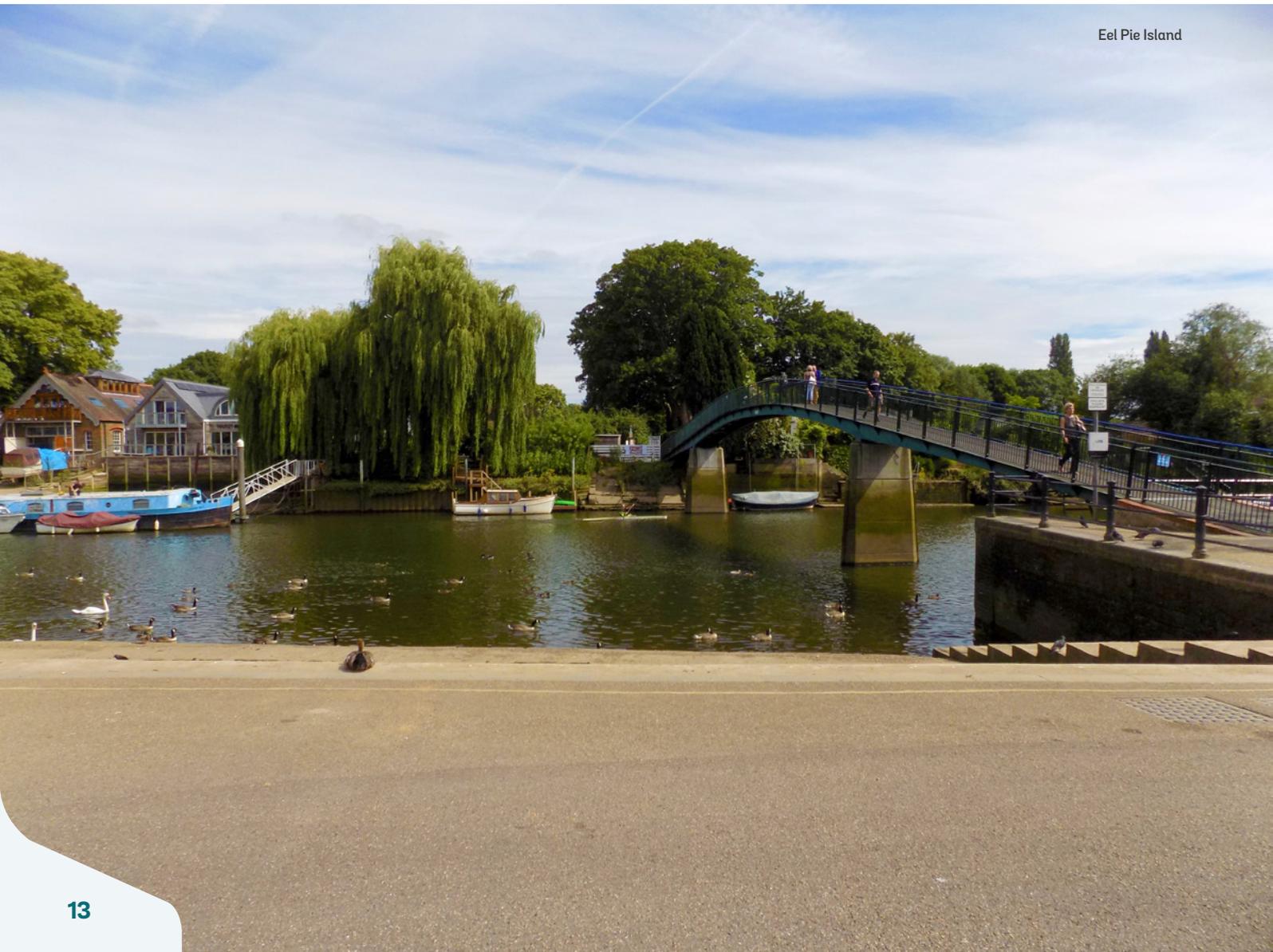


## Current Diamond Jubilee Gardens footprint



## 2.4 Eel Pie Island

Eel Pie Island, which is opposite the site, is home to around 150 inhabitants in 50 dwellings; 30 businesses employing nearly 300 people and sports clubs with over 650 members. It is a car-free island and (other than occasional deliveries by boat when tides allow) access for residents and deliveries is entirely reliant on the footbridge from the Embankment (which falls inside the site boundary). It has four of the last remaining working boatyards on the tidal Thames, a long tradition of music (the former Eel Pie Island Club hosted early gigs by The Rolling Stones, The Who, and David Bowie) and now home to several artists and high tech and creative industries. Any proposal will need to ensure that the island's unusual access and servicing arrangements are fully understood and appropriately accommodated.



Eel Pie Island

## 2.5 Church Street

Church Street has a history of trade and commerce and today is an attractive shopping street with a variety of independent shops, pubs and restaurants, which can be closed to traffic for fairs and al fresco dining (further information on Church Street closure available at [www.twickenhamthetown.org.uk](http://www.twickenhamthetown.org.uk)). The focal point is St Mary's Church situated at the eastern end of the street. It is a narrow street and comprised of buildings differing in height, style and materials.



Church Street

## 2.6 King Street

King Street is a significant shopping street in Twickenham, containing several high street chains, with residential flats above them. The King Street parade comprised the majority of the south side of the street and is a 1930s build which is uniform in materiality and fenestration. The north side of the street is older and more varied in heights, styles and materials. The whole of the parade neighbouring the site is under the freehold of one owner. Any proposal needs to ensure that core and essential loading and servicing activity is maintained and that opportunities for optimising this are explored.



# 3 | Riverside Site

## 3.1 Planning Constraints

### Planning designations of the site

- Twickenham Riverside Conservation Area
- Twickenham and Marble Hill Archaeological Priority Area
- Twickenham Town Centre boundary – Key Shopping Frontage; Takeaway Restriction Zone
- Flood Zones 2, 3a, 3b and Flood Defence
- Metropolitan Open Land – boundary along The Embankment and SE corner of the site
- Thames Policy Area – The Embankment

### Policy framework

The planning system is plan-led, and as outlined in the National Planning Policy Framework (NPPF), all applications should be determined in accordance with the development plan, unless material considerations indicate otherwise. Planning policy is contained in a hierarchy of policy and guidance documents from the national to the local level, all of which are used to guide and manage development in the borough. At the local level, the [Twickenham Area Action Plan](#) (TAAP) and the [Local Plan](#) are the most relevant.

The site forms part of Proposal Site TW7, and within the TAAP, the future vision and key objectives for the future redevelopment of this site are outlined:

- Retail frontage along King Street and residential above
- Provide new specialist retail, leisure and community uses
- Create new open space to provide for a wide range of open uses
- Maintain the Embankment as a working quay
- Improve the environment of the Embankment including reduction in car parking / upgrade areas of open space, create a pedestrian priority
- To link the existing service road to Water Lane
- Improve the Water and Wharf Lane links from the town centre
- All new uses to take account of unique riverside setting / create a destination on the riverside with high quality facilities/events

The TAAP (Maps 7.12 and 7.14 within the document) provides an indicative layout for the land use objectives. It is recommended that any submission that deviates from such provides justification.

Given the site designations, the most pertinent land use requirements, as set out in the Local plan, include:

- LP 35 'Housing Mix and Standards': Development should generally provide family sized accommodation, except within the five main centres and Areas of Mixed Use where a higher proportion of small units would be appropriate (small units include 1 bedroom or studios).
- LP 26 'Retail Frontages': Proposals that result in a loss of floorspace in Use Class A1 in Key Shopping Frontages will be resisted.
- LP 41 'Offices': There is a presumption against the loss of office floorspace in all parts of the borough.

## 3.2 Site Constraints and Challenges

**Bidders will need to understand and give due consideration to the following site constraints and challenges:**

- The site is in a conservation area.
- The heights of the surrounding buildings, on King Street, Water Lane and the Embankment (in light of the need for the plans to be appropriate in scale and massing).
- There is a sub-station on the site, which dependent on the proposal, may need re-locating (see section 11).
- The Council has committed to the removal of parking from the Embankment.
- How vehicular movements, including servicing/delivery, currently operate and how they are likely to operate in future given the aforementioned changes to parking arrangements and the bidder's own proposals for the site. Traffic survey information is to be provided.
- The Highway Authority's view is that vehicular access from Water Lane to Wharf Lane (in that direction) is essential but that this may be achieved through other means than the Embankment as at present (in particular via the service road behind King Street). Consideration will need to be given by bidders to whether connected and impacted roads are made one or two way, priority of roads, access routes and turning ability and safety around junctions.
- The Riverside site is on the tidal Thames and parts of it closest to the river are subject to regular flooding. This limits the type of buildings that can be constructed very close to the waterfront at river level (noting, however, that this may not preclude certain buildings, such as boathouses, which are designed to flood from time to time). It also will need to be considered if any landscaping with plants is suggested in floodable areas. Further information can be found in the documents from the previous planning application and from the Officer's committee report (see section 11).
- How cyclists currently use the site/area and how this could be improved with routes connecting to other locations such as Richmond (traffic surveys provided).
- There are a number of mature trees on the site (see Arboricultural studies carried out in 2017 – section 11) and the Council's Local Plan (LP 16) has a section on Trees, Woodlands and Landscape and there is a Tree Management Policy which designs should acknowledge.
- The retail units on Kings Street will not be available for development until 2021.
- How the site will be managed during construction
- Proposals should recognise that there is potential to bring the Thames Eyot Boathouse, accessed via the bottom of Wharf Lane, back into use.

# 4 | Aspirations & Objectives for Design and the Accommodation Brief

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## 4.1. Design and Architecture

An exemplar in high quality design, delivering a compelling contribution to the architectural heritage of Twickenham.

While the Council is not prescriptive on the style of design, it should take account of, and be sensitive to, its surrounding buildings and environment, reflecting the riverside location, enhancing the character of the area and offering a distinctive design solution. It is important that the design is appropriate in scale and massing. Any proposals must create a cohesive townscape and public realm that recognises the importance of the river and seeks to provide activities that draw people into the site from surrounding areas.

- The scheme should deliver high quality and confident design proposals, making a distinctive contribution to the waterfront
- The buildings should be of the appropriate style, scale and massing, sympathetic to the surroundings
- The design must be sustainable and in line with the Council's Local Plan (LP22)
- The design must be contextual, reflecting the riverside setting and be obviously belonging to 'Twickenham'
- Flooding issues are critical, and any design must respond to the local flooding conditions through siting and design
- Mixed use, with a variety of building forms and massing should sit within a cohesive overall masterplan
- Townscape and the public realm are a critical element of the design, providing different types of public spaces to be enjoyed by a wide variety of residents and visitors
- Satisfactorily relate to the buildings on the other side of the service road behind King Street
- Imaginative and creative responses are highly desirable. The aspiration is to develop a scheme worthy of future listing

## 4.2. Open Space and Environment

Strengthen the green character of Richmond upon Thames by enhancing the public realm through careful design.

The design should recognise, protect, and enhance the beauty and biodiversity of the riverside. Public open spaces should be improved, offering hard and soft landscaping that is accessible to all and takes full advantage of the river views. The design should create a focal point for the town (e.g. town square or similar) that accommodates activities and events. Open spaces should provide continuity of access between the town and the river and create attractive and lively public spaces responding to people and their needs whilst also building on and adding to the existing commercial and cultural life in the town. The design will champion green over grey and the re-provision of the Diamond Jubilee Gardens is paramount and must meet the requirements set.

- The proposals must meet the requirements set out above for the re-provision of the Diamond Jubilee Gardens (see section on the Gardens above)
- The schemes must provide a focal point for the town that allows for activities and events, as well as day-to-day use and enjoyment of the buildings and spaces
- The scheme should improve, and where possible, increase public open space, including between buildings
- It is very important that the new proposals draw people from the town to the river, and from further afield into the area
- The designs should consider encouraging use of the river / riverside (e.g. river based activities which may be facilitated by jetties or mooring)
- The site should better facilitate connectivity between the town centre, the river, the historic village and the Diamond Jubilee Gardens
- The proposals must take full advantage of the river views
- The designs should consider providing spaces for the enjoyment of children and young people (in addition to the re-provision of the secure children's play area which forms part of the Gardens)
- Seating and some soft landscaping areas for sitting should be provided
- Proposals should include the provision of shaded areas
- Accessibility for all should be a cornerstone of any design
- Biodiversity of the site is to be considered with ecology and wildlife encouraged
- Proposals should follow Council policy guidance about the trees and look to retain the large trees at the rear of the site

## 4.3. Site Parking and Movements

Provide a creative solution and riverfront experience which prioritises people over cars.

In order to maximise enjoyment and views of the river, the Council has expressed its desire to take parking away from the riverside part of the site to create a shared use environment for pedestrians and cyclists. In order to achieve this, designs must carefully consider vehicular circulation and servicing of the area. Particular attention must be given to retain the access and service requirements of Eel Pie Island and the thriving economy of the Island should not be disadvantaged. Impact on the town should also be given careful consideration. Active travel must be promoted through design and the residential development will be car free except for emergency, accessible and delivery requirements.

- Parking is to be removed from the immediate riverside (Embankment between Water Lane and Wharf Lane).
- These spaces do not need to be re-provided within the proposed scheme, though bidders may if they wish include some provision on the site but away from the immediate riverside if they feel it is readily done without significant adverse impact on other scheme requirements.
- The Council as Highway Authority has an emerging proposition towards the re-provision of this Embankment parking across the wider area.
- Access, deliveries and servicing must be retained to Eel Pie Island and at least match the current provision (namely three loading bays, and a loading/servicing area, currently situated in along the yellow line directly at right angles to the bridge).
- The servicing/loading area must be provided in an optimal location, as close to the existing zone as possible, and no further from the footbridge.
- Bidders should describe the scale of service vehicles that their scheme can accommodate. Currently the island's servicing area is capable of accommodating HGVs, necessary for servicing the island's two commercial boatyards.
- The proposals must make provision for at least two loading bays (in addition to those required for Eel Pie Island) of at least 15 metres each, not necessarily in the same location, to accommodate the needs of the scheme and units on King Street.
- There must be a road link that runs between Water Lane and Wharf Lane.
- Bidders need to describe the scale of service vehicles that the road link would accommodate in some detail, including their movements.
- Any options for this service link to accommodate larger service vehicles will be considered providing that they do not have a significant adverse impact on other scheme objectives.
- A pedestrian and cycling friendly environment should be created, improving links with areas outside the site.
- Car free residential and commercial proposals are required for the scheme itself (with the exception of disabled parking bays, to align with planning policy requirements).
- Site to be fully accessible (for example for wheelchair users, those with mobility issues and pushchairs).
- Active travel is to be promoted and facilitated.
- Proposals should recognise that there is potential to bring the Thames Eyot Boathouse back into use. No vehicular access would be required.
- Bidders should recognise that the Council encourages car clubs and electric charging points.

These points should be read alongside the recommendations/comments from the Highway Authority, which are:

- Larger service vehicles are relatively low in number and should ideally be served from King Street, taking advantage of the ability to do so already in certain time slots. The Highway Authority will look to make any time changes and physical adjustments necessary to accommodate this in an enhanced way as the scheme is being planned.
- Most shops use smaller vehicles which need to be accommodated via a small number (two or three) of suitably located loading bays on the development site.
- There are regular deliveries to Eel Pie Island and their loading bays need to be retained close to the footbridge with at least the same numbers as present and ideally even closer than they are at present.
- Traffic flows in the area are sufficient to require a through route somewhere between Water and Wharf Lane, with Water Lane and Wharf Lane in part needing to become two way to ease movements, including those of Eel Pie Island.
- It is recommended that designs look to remove the parking on the southern end of Water Lane and possibly Wharf Lane (from the current service road down) to facilitate the partial two way movement as above. These spaces do not need to be re-provided via the proposals.

Dominance of parking on the Embankment



## 4.4. Uses

Create an exciting destination for residents and visitors that champions the river and makes a significant contribution to the town.

The Council is seeking a mixed-use scheme which helps create a destination point and draws people of all ages from the town towards the river, and from further afield into the area. While some uses are required others can be proposed. Teams as part of their proposals are asked to focus on user experiences and optimising the site's river setting. Reiterating the second objective the scheme should provide a focal area (e.g. town square or similar) for Twickenham that can facilitate outside events and other community activities as well as promoting river related activities.

- The Council do not want to be too prescriptive and are looking for teams to propose sustainable, viable and appropriate uses for the site which might include the following:
  - Food and beverage
  - Creative spaces
  - Community use space
  - River related activities
  - Space for art and cultural uses
  - Recreational, leisure and sports uses
  - Multifunctional spaces
  - Uses for different ages
  - Flexible workspace
- The Council wishes the schemes to provide an element of good quality housing with a minimum of 50% affordable units
- Bidders should be aware of the existing site uses in 1, 1A, 1B, 1C King Street and the planning policy position on their retention – particularly the A1 retail and B1 offices
- Consider inclusion of complimentary uses which adds value to the development
- Activity at ground level is important to bring vibrancy and life to the public realm
- Activities should complement and not detract from current uses around the site

## 5 | Estimated Accommodation requirements

Scheme proposals should achieve the aspirations and objectives set out above and take into consideration the relevant planning documents.

The Council is not predetermining the accommodation requirements for the project. Uses can be proposed as part of the design but should include an appropriate mix of:

- Residential – with a minimum of 50% affordable housing.
- Bidders should be aware of the existing site uses and the planning policy position on their retention (particularly the A1 retail and B1 offices).

Designs should also consider other uses, making the most of the riverside location. The Council is open minded, examples have been given in section 4.4.

## 6 | Budget and Programme

Scheme proposals should achieve the aspirations and objectives set out whilst being cognisant of the overall financial implications of the scheme to the Council (and ultimately the public). To support the development of design, bidders are provided with key financial metrics to inform a preliminary financial appraisal including rates for potential revenues and construction and other costs.

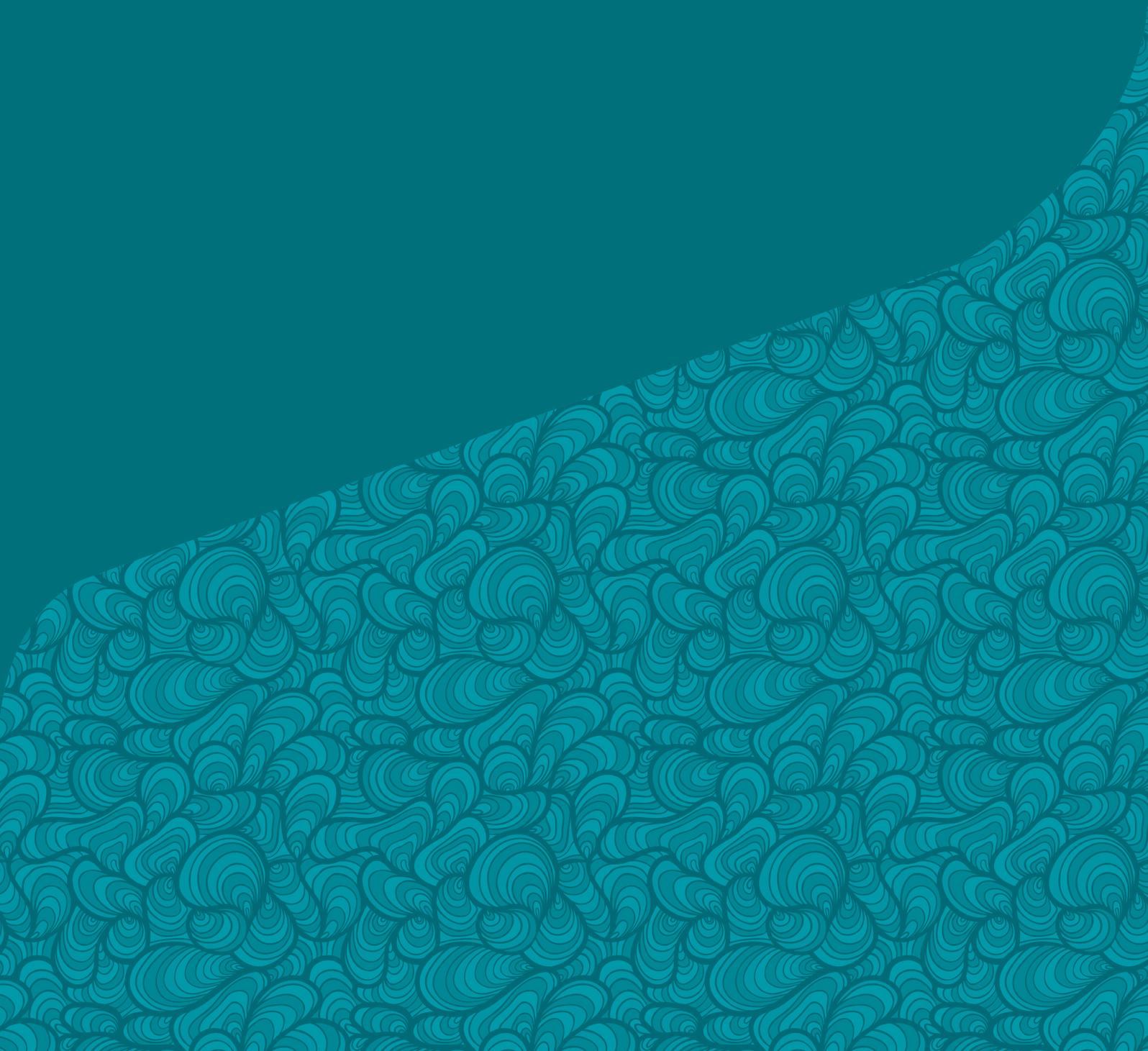
The Council has given a construction range of £25m–35m however, the Council would encourage innovation in the architectural designs and will not penalise teams who submit designs outside of the range, providing that compelling justification can be given as to why. The Council is prepared to consider investment in a design that can bring wider and longer term economic and social benefits to Twickenham and beyond. Proposals with added value components which lie outside of the immediate financial benefits of the development will be considered.

An independent Quantity Surveyor will be employed by the Council to validate the financial appraisal for each scheme as a part of the tender evaluation.

An indicative programme for the delivery of the scheme is as follows:

- |   |         |
|---|---------|
| • Appoint design team                             | Q4 2019 |
| • Submit / validate detailed planning application | Q3 2020 |
| • Planning consent granted                        | Q1 2021 |
| • Construction commences                          | Q2 2021 |
| • Project complete                                | Q2 2023 |

# Competition Conditions



## 7 | Introduction

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The aim of this procurement process is for the London Borough of Richmond upon Thames to select an architect-led, multi-disciplinary team for the design and delivery of the Twickenham Riverside development. RIBA Competitions are assisting the Council with the management of the procurement process.

As part of the Tender return, short-listed 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 and other stakeholders to achieve the aspirations for the Twickenham Riverside development; 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.

## 8 | Eligibility and Composition of the Multi-Disciplinary Design Team

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As determined at the Selection Questionnaire phase, the lead 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. UK-based applicants should therefore be registered with the Architects Registration Board (ARB) with overseas -based applicants registered with an equivalent regulatory body. Architects with more limited experience were permitted to collaborate with another practice. As per the Construction (Design and Management) Regulations 2015, the design team will also need to 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.

Candidates should note that design data for the Twickenham Riverside development will be managed and coordinated using BIM. The appointed lead architect firm will therefore be expected to have appropriate capability to manage the BIM model, with constructive input from all other design disciplines accordingly. The Council currently anticipates that it will want to implement BIM to Level 2.

No member of the Evaluation Panel, employees of the council, 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 participating Candidate.

# 9 | Indicative Procurement Timetable

The timetable (which may be subject to alteration) is as follows:

ACTIVITY	DATE (ESTIMATED)
<b>Invitation To Tender (ITT)</b>	
Issue Outline Design Brief & ITT to shortlist	Mon 03 June 2019
Site visit & open briefing session for Short-listed participants	Wed 05 June 2019
Latest dates for general clarification queries relating to the ITT	Tues 18 June 2019
Issue of Memorandum in response to general clarification queries	Tues 25 June 2019
Short-listed participants invited to present ideas to the Council in advance of formal Tender Submission Deadline	Tues 02 July 2019
<b>Tender Submission Deadline</b>	<b>14:00, Tues 06 August 2019</b>
Public Engagement	Mon 02 Sept – Fri 27 Sept 2019
Evaluation of ITT submissions	w/c 28 Oct 2019
Clarification interviews & presentations	Wed 30 Oct 2019
Issue of Intention to Award Contract & Start of 10-day Standstill period	Tues 12 Nov 2019
Confirmation of Contract Award	Mon 25 Nov 2019
Public announcement of result	Mon 25 Nov 2019

The above Timetable is indicative only and the Council reserves the right to amend the Timetable or extend any period at its discretion. Candidates will be notified of any changes made to the Timetable. The Council reserves the right not to proceed beyond the design competition phase in the event that no one scheme meets the requirements and aspirations in respect of the project, or should any unforeseen circumstances occur, but all honorarium payments as indicated will be awarded.

# 10 | Council Project Team – “Client Representatives”

Name	Affiliation
Paul Chadwick	Director of Environment and Community Services, LBRuT
Mandy Skinner	Assistant Chief Executive, Customer and Partnerships, LBRuT
Anna Sadler	Programme Manager, LBRuT
Charles Murphy	Senior Project Officer, LBRuT
Darren Jacob	Project Manager, Validus
Nick O'Donnell	Assistant Director of Environment and Community Services (Traffic and Engineering), LBRuT
Mick Potter	Parking Policy Manager, LBRuT
Elinor Firth	Head of Communications, LBRuT
Mark Glaister	Head of Procurement, LBRuT

# 11 | Supporting Information

## Relevant Council policies:

- [Local Plan](#)
- [Twickenham Area Action Plan](#)
- [Trees policy](#)
- [Conservation areas](#)

## Additional information provided:

- Parking and Movement Survey Results
- Information on current planting on the Embankment
- Information from local stakeholder groups
- [Previous consultation results](#)
- Financial Metrics (two documents provided for information only)
- Roles and Responsibilities Matrix
- Social Value Framework

### Previous Planning Application (2017) documents:

The following documents are available on the Council's planning portal – [planning reference 17/4213/FUL](#). Please also see the [Committee Report](#).

- Detailed UXO Risk Assessment
- Archaeology and Heritage Assessment
- Refurbishment & Demolition Survey Report (Asbestos)
- Existing Location Plan
- Existing Block Plan
- Existing Site Plan
- Existing Basement Plan
- Existing Ground Floor Plan
- Existing First Floor Plan
- Existing Roof Plan
- Existing Elevations
- Design and Access Statement (6 parts)
- Substation Location Plan
- Health Impact Assessment
- Utilities Statement
- Planning Statement (3 parts)
- Air Quality and Odour Assessment
- Intrusive Ground Investigation Report & Desk Study (and appendices)
- Statement of Community Involvement
- Existing Site Plan – Hard Surfaces
- Underground Utility Survey
- Environmental Noise Survey & Mechanical Plant Assessment
- Façade Sound Insulation: Target Internal Noise Levels
- Preliminary BREEAM Assessment
- Energy Strategy Report (2 parts)
- Flood Risk Assessment
- Flood Defence Wall: Design & Specification
- Daylight and Sunlight Study (Neighbouring Properties) Study
- Daylight and Sunlight Study (Within Development)
- Arboricultural method statement (Draft)
- Arboricultural impact analysis
- Topographical Survey
- Measured Building Survey – Elevations
- Substation Existing Image
- Underground Utility Search Report
- Delivery & Servicing Plan
- Framework Commercial Travel Plan
- Residential Travel Plan
- Transport Assessment (and appendices)
- Preliminary Ecological Appraisal
- Preliminary Roost Assessment
- Substation UKPN location plan
- Draft Construction Management Plan (rev D)
- Site Waste Management Framework

The following documents were prepared as part of the previous scheme but were not submitted as part of the Planning Application. They are being provided.

- Preliminary UXO Risk Assessment
- Detailed UXO Risk Assessment
- Refurbishment & Demolition Survey Report (Asbestos)
- Substation Location Plan
- Substation Existing Image
- Substation UKPN location plan
- Underground Utility Survey
- Underground Utility Search Report
- Flood Defence Wall: Design and Specification

## 12 | **Group Briefing Session & Site Visit**

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Shortlisted teams will be given the opportunity to attend a Group site visit and briefing session 5th June 2019.

This will provide teams with an opportunity to visit the site and meet key client representatives to learn more about their aspirations. A maximum of three attendees may attend the briefing session per team.

## 13 | Clarification Meeting

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Prior to the Tender Submission Deadline, bidders will be invited to present their ideas to the panel on 2nd July 2019 and seek clarifications from the Council on the brief.

## 14 | Clarification Questions

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The Council has endeavoured to provide all information it considers relevant for this stage of the procurement process.

If, however, you require further information or have any queries in respect of this ITT, these should be submitted via e-mail to RIBA Competitions ([riba.competitions@riba.org](mailto:riba.competitions@riba.org)) by 17.00hrs (GMT) on **Tuesday 18 June 2019**. 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 and no later than **Tuesday 25 June 2019**. 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.

## 15 | **Withdrawal from the Procurement Process**

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Participants may decline to take part in the ITT phase of the competition, but should they choose not to participate, they should inform the Client promptly and outline their reasons for doing so.

They should also ensure to destroy all hard and electronic copies of documentation and information made available to them, including any supporting information downloaded from RIBA Competitions' digital portal.

## 16 | **Terms and Conditions of Contract**

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The preferred bidder identified through the evaluation process will be invited to conclude contract discussions with the Council prior to the award of the contract.

The final decision on the appointment of the preferred Bidder will rest with London Borough of Richmond upon Thames. However, the Council reserves the right not to proceed beyond the design competition phase in the event that no one scheme meets the requirements and aspirations in respect of the project, or should any unforeseen circumstances occur, but all honorarium payments as indicated will be awarded.

The relative terms and conditions of the contract related to this procurement will be the RIBA Standard Professional Services Contracts. Minor amendments may be made to the contract as required.

# 17 | Bid Deliverables and Submission Requirements

It is anticipated that teams invited to participate in the ITT phase will be required to submit the material outlined below.

The submission should outline the team's approach including its understanding of the Client's requirements and how it would work with Client representatives and other stakeholders to realise the Client's aspirations for the Riverside Project. The submission should respond to and provide sufficient detail for the Criteria outlined in this document to be evaluated.

The individual elements of the Tender return are outlined below:

## 17.1. A1 Design Sheets and Contents

The design concept for the development should be presented on **4x** No. A1 sheets which should be contained within single PDF files of <15Mb each. Please include high and low resolutions of each sheet.

The sheets should be illustrated in a clear and succinct manner to enable Evaluation Panel members to readily understand the essence, design narrative and drivers behind the proposals to ensure delivery of an architecturally distinguished viable scheme.

The A1 sheets should be submitted anonymously. Your URN# as supplied by RIBA Competitions should be prominently displayed in the top right-hand corner of each sheet, together with display order (1 of 4 etc.).

The A1 design sheets must be submitted in **landscape** format. The sheets should be composed as follows:

### 1. VISION

- To include the overall vision for the development
- Diagrams, sketches and supporting text to outline the approach and design drivers behind the proposals.
- Views from King Street and Eel Pie bridge (and others seen appropriate by the bidders)

### 2. OVERALL SITE PLAN AND MOVEMENTS

- Contextual site plan at 1:500 depicting main features and organisation of the scheme including its relationship to the river and the town centre.
- Site plan and diagram illustrating the vehicular movements within the site, including servicing and access requirements (particularly for Eel Pie Island). As well as expected pedestrian and cycling movements.

### 3. ELEVATIONS AND FLOOR LAYOUT

- To depict key aspects of the scheme such as elevational detail (1:200) and proposed material palette.
- Floor plans (1:200) illustrating proposed floor layouts, adjacencies, organisation and flow within the buildings

#### 4. OPEN SPACE AND LANDSCAPING

- Masterplan showing proposed open space and landscaped areas – including integration with wider site and any materials proposed.
- Illustrations depicting green and grey differentiation
- Demonstration of the re-provision of the Diamond Jubilee Gardens

#### GENERAL NOTE (1)

Whilst it will **NOT** be permissible to bring physical architectural models to the clarification interviews, images of physical models or 3D computer visualisations used to develop the proposals may be included as part of the submission/presentation material.

## 17.2. A4 Design Report and Contents

A short accompanying design report (maximum 15 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 design sheets. The electronic version of the report should be contained within a single PDF file of <20Mb. 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 address the outline brief and aspirations for the Twickenham Riverside Project;

Tabulated data should be presented showing how the proposals address the functional requirements of the brief as indicated below:

Sector / Use	Typology / Unit Type. Broken down by no. of bedroom and occupancy	Total No. of Units	NIA [m2] per unit	Total NIA [m2]	Total NIA [m2]	Affordable (min 50%)		Market Share	
						No. of Units	% of Total	No. of Units	% of Total
Residential	Please specify								
Retail	Please specify								
Commercial office space	Please specify								
Other proposed Food, Beverage, or Amenity uses	Please specify								
						<b>Total GEA [m2]</b>			
Re-provision of Diamond Jubilee Gardens									
		<b>Type (to fill in below e.g. Accessible Residents Spaces)</b>				<b>Total No. of</b>			
Car Parking									

- (b) **Structural design, sustainability and building services strategy.** Please provide an outline of the proposed structural strategy for the building and its integration with services to deliver a sustainable project and attain a BREEAM Excellent Certification;
- (c) **Specification.** Please provide a brief description of the key components, proposed palette of materials, finishes and the reasons for selection. An outline specification of materials should be provided under Section 16.4.
- (d) **Proposed team structure,** respective roles, responsibilities and key personnel (including consultants from other design disciplines) that would be involved in developing the design proposals, together with method of proposed working and engagement with the Council and its stakeholders.

### 17.3. Social Value Framework

In addition to the report bidders should consider the additional benefits, or social value, their proposals could bring and should therefore prepare responses to the objectives (250 words per measure) detailed in the Social Value framework provided. It is recognised that there are restrictions to measuring social value outcomes at the design stage of the process, but these objectives are important to the success of the scheme and therefore the framework captures the priorities to be evaluated at this stage.

### 17.4. Statement on Costs, Appraisal of Headline Budget and Outline Specification of Materials

It is each bid team's responsibility to demonstrate their proposals viability. Teams are expected to explain strategic design choices and should describe how they would propose working with client representatives and the wider project team to develop the proposals to meet the Councils aspirations for the project and ensure the delivery of a high-quality scheme at an affordable cost and to programme.

### 17.5. Outline Specification and Scaled Drawings

In order for the Council to carry out feasibility cost checks on the submitted design proposals, bid teams are asked to provide appropriate information for this purpose:

- An accommodation schedule
- A design programme to achieve the required timescale;
- Schedule of key infrastructure requirements;
- An outline specification for major elements;
- Appropriately scaled drawings for cost and feasibility check purposes in DWG and PDF format.

An external QS appointed by the Council will carry out the feasibility and cost checks and any areas of uncertainty will be addressed via a process of formal dialogue with each design team.

## 17.6 Schedule of Fees / Pricing Schedule

- A Fee Proposal (fixed sum and percentage, exclusive of VAT) should be submitted to cover the cost of developing the proposals for the Riverside site in sufficient detail to clarify the design and the project budget, leading to submission and final determination (grant of consent) of planning application (RIBA Stage 3). Proposals should be submitted in two parts, based on:

- (A) a project with a construction contract value of £25m (excluding VAT); and
- (B) the estimated value of the project proposals (excluding VAT) developed by the architect for the purposes of this competition.

The former (a) will be used for the basis of scoring the professional fees element of the Award Criteria (criterion 6). The resource schedule requested should relate to the £25m contract value. The latter (b) will be the basis of the fixed sum fee to be included in the appointment document and considered within criterion 5 to determine value within the overall proposal. The resource schedule should be provided related to the estimated value of project proposals.

- A percentage-based fee proposal should be provided to cover the cost of developing and delivering the project over RIBA Stages 4 to 7. Similarly, (as above) proposals should be submitted in two parts, based on:

- (A) a project with a construction contract value of £25m (excluding VAT); and
- (B) the estimated value of the project proposals (excluding VAT) developed by the architect for the purposes of this competition.

The former (a) will be used for the basis of scoring the professional fees element of the Award Criteria (criterion 6). The latter (b) will be the basis of the fees to be included in the appointment document and considered within criterion 5 to determine value within the overall proposal.

Fees for RIBA Stages 4 to 7 should also be provided for both of the following scenarios:

- (a) Completing the design from the end of RIBA Stage 3 novated to a contractor under a Design and Build contract; and
- (b) Completing the design from the end of RIBA Stage 4 novated to a contractor under a Design and Build contract

If the client decides on a design and build contract they may negotiate a fee to retain the architect and his team to prepare full Employer's Requirements documents and to oversee the contractor's work to ensure that it is compliant and delivers the intended scheme.

The Fee Proposals should include all members of the proposed design team (to include the services of an architect, structural engineer, building services engineer, transport consultant and landscape architect). The architect will act in the role of Lead Designer. The team will be expected to deliver the services detailed in the Roles and Responsibility Matrix provided. 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 Lead Designer will need to work with the Council to gain building and planning consent for the scheme and be available to attend relevant meetings and presentations as necessary.

The Fee Proposals should include the cost of Project Team members 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 photorealistic visualisations in the case of the architect) as agreed by the Council. Any areas of doubt should be highlighted and any fees or disbursements that are excluded from the Fee Proposal should be identified.

The Fee Proposals should be broken down by discipline and RIBA Work Stages as below.

**Project with a construction contract value of £25m (excluding VAT)**

RIBA Stage	Stages 1 to 3	Stage 4	Stage 5	Stage 6	Stage 7	Total
	Fixed lump sum & Percentage (Exc. VAT)	% based on £25m construction cost (Exc. VAT)	% based on £25m construction cost envelope (Excluding VAT)			
<b>Core Design Team</b>						
Architect (including role as Lead Designer & CDM 2015 Principal Designer)						
Structural Engineer						
Building Services Engineer						
Landscape Architect						
Transport Consultant						
Totals						
Equivalent GBP amount						
Total Fee (excluding VAT)						£

**The estimated value of the project proposals (excluding VAT) developed by the architect for the purposes of this competition**

RIBA Stage	Stages 1 to 3	Stage 4	Stage 5	Stage 6	Stage 7	Total
	Fixed lump sum & Percentage (Exc. VAT)	% based on proposed scheme construction cost envelope (Exc. VAT)	% based on proposed scheme construction cost envelope (Excluding VAT)			
<b>Core Design Team</b>						
Architect (including role as Lead Designer & CDM 2015 Principal Designer)						
Structural Engineer						
Building Services Engineer						
Landscape Architect						
Transport Consultant						
Totals						
Equivalent GBP amount						
Total Fee (excluding VAT)						£

## 17.7 Outline Resource Schedule and Breakdown of Hourly Rates

An outline resource schedule for RIBA Stages 1 to 3 for the lead architect firm and Core Design Team should be provided which identifies the activity level and proposed allocation of graded resource for key members of staff that would be involved in developing the design proposals through to submission of the planning application. This should be broken down on a days per month basis for each graded resource.

A breakdown of hourly rates should also be provided for each member of the Core Design team (i.e. architect, structural engineer, building services engineer, transport consultant and landscape architect) with an appropriate allowance made for inflation. This should be presented as in the example shown below for the Lead Architect firm.

Architect	Stages 1 – 3	Stage 4	Stage 5–7
Principal/Director			
Associate Director/Principal Professional Staff			
Senior Professional Staff			
Junior Professional Staff			
Senior Technician Staff			
Junior Technician Staff			
Other resource (please specify)			

## 17.8 Proposed Programme and Phasing

In addition to financial viability, the scheme should be deliverable without significant impact on immediate adjacent uses and Twickenham town centre, including provision of public access to riverside spaces throughout the delivery phase. In order to consider the overall programme, phasing and logistical issues, bidders should provide the following information:

- A detailed design programme from appointment to achieving planning consent (end RIBA Stage 3), showing key activities and deliverables for the design team, as well as input expected from the client;

## 17.9 Representative Publicity images

Up to three images should be provided for potential future media use. 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 on-line. Each image should be submitted in JPEG format with high (300dpi) and low (72dpi) resolution versions of each image.

## 17.10 Exhibition Material

Following the phase 2 submission deadline a period of public engagement will take place (see timetable). The anonymous A1 design sheets provided will be used for the purposes of the exhibition. As such the design sheets should only display your URN and no other identifying marks.

Boards should be returned in two versions:

- 1) High resolution printing proof PDF
- 2) Web ready PDF

Boards will be available for the public to view on the Council website and in a number of drop-in sessions.

## 17.11 Completed Tender Forms

Form of Tender

Certificate of Non-Canvassing and Certificate of Non-Collusion

Declaration of Authorship

Confirmation of Insurance

# 18 | Submission Method

Details of the electric return are as summarised in the table below and the instructions given in **Sections 22.1 to Section 22.6**. For a return to be valid, the submission must be received by the **14.00hrs deadline on Tues 6 August 2019**.

## Summary of Submission Requirements

Item	Electronic versions to be submitted via RIBA Competitions' digital submission portal
<b>A1 Design Sheets</b>	Up to 4 A1 sheets in Pdf Format (in both High (<15Mb size) and Low resolution)
<b>A3 Design report</b>	PDF format, single file of entire report, of <20Mb size)
<b>Social Value Framework</b>	PDF format
<b>Outline Specification of Materials &amp; Design within Construction Cost Envelope</b>	As per requested format with supporting notes, (PDF & Excel format) DWG and PDF versions of scaled drawings for cost feasibility appraisal purposes
<b>Pricing Schedule</b>	As per requested format, (Excel format)
<b>Programme</b>	As detailed in 17.6, PDF format
<b>Publicity images</b>	3x representative scheme images, JPEG format at 72dpi and 300dpi
<b>Completed Tender Forms</b>	Form of Tender Certificate of Non-Collusion Declaration of Authorship Confirmation of Insurance held (PDF version of each document)

# 19 | 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 emailed to each team. Teams 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. The Council 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.

# 20 | ITT 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:

Name	Affiliation
Gareth <b>Roberts</b>	Leader of the Council (Chair)
Geoff <b>Acton</b>	Cabinet Member for Business, Economy and Employment (including Property)
Martin <b>Elengorn</b>	Cabinet Member for the Environment, Planning and Sustainability
James <b>Chard</b>	Twickenham Riverside Ward Councillor
Henry <b>Harrison</b>	Local Stakeholder Reference Group representative
Brian <b>Waters</b>	Local resident with relevant technical experience
Jon <b>Meggitt</b>	Local resident with relevant technical experience
Sarah <b>Williams</b>	Sarah Williams Architects, <b>Acting as RIBA Adviser</b>

\* A representative from RIBA Competitions will not score but will attend the moderation meeting to document the selection process and provide procedural support.

In the event of a Panel member being unable to continue to act through illness or any other cause, the Council, in consultation with RIBA Competitions, reserves the right to appoint an alternative Panel member. Other expert input may also be drawn upon in order to assess the submissions.

# 21 | Clarification Interviews and Presentations to the Evaluation Panel

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Teams will be invited to outline their design proposals to the Evaluation Panel at a clarification interview, scheduled to be held Wed 30 Oct 2019.

It is anticipated that each team will be asked to give a 30-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. A projector will be available for team's use.

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.

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 building and responds to the requirements set out in the Brief. Panel members may seek clarification on any issues that are unclear 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 5 people**) who attend the interview and their ability to answer questions from the Evaluation Panel.

# 22 | Evaluation and Identification of Preferred Bidder

## 22.1. Compliance

Deliverables will be made to ensure 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. The Council reserve the right to call for information from Bidders to clarify their bid responses.

## 22.2. Award Criteria

Award Criteria		Weighting
<b>Quality</b>		
1	Overall quality & architectural distinction of the design concept, including appropriateness of proposed response to the site; strengthening the green character and enhancing the public realm.	25%
2	The proposals ability to meet the aspirations for the Twickenham Riverside Development, including uses which realise wider social and economic benefits*	20%
3	The schemes ability to reconnect Twickenham with the riverside and to promote the Riverside as a place to live, visit & invest. This includes careful consideration of vehicular circulation and servicing requirements and provides a riverside experience which prioritises people over cars	15%
4	Proposed team structure, understanding of expectations and ability to work in partnership with the Council as demonstrated through the overall approach and presentation at interview.**	20%
		<b>80%</b>
<b>Cost</b>		
5	Quantum of development, buildability, cost and commercial viability of the proposals. The potential deliverability and viability of the proposals will be appraised to ensure that whilst the development is of high architectural design quality, it can be constructed cost effectively.	10%
6	Submission of a competitive fee proposal (broken down per RIBA work stage) to deliver the quality and include the demonstration of a sufficient level of resourcing to deliver the quality and scope of design services required	10%
		<b>20%</b>

\* A Social Value framework has been provided, see 17.2.

\*\* In its overall evaluation of Criterion 4, the client intends to take into account how the team interacted with each other and how they interacted with the partner's representatives at the Design Approach Workshops. Teams should note that the client will not, in this context, be evaluating the initial design proposals put forward by Tenderers at the ITT stage

Evaluation Criteria [1] to [4] 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.

Criterion [5] A firm of chartered quantity surveyor has been appointed and will be retained by the Council as their independent cost adviser. Following the tender submission deadline, the cost adviser will prepare cost information to assist the Evaluation panel in making a judgement in respect of Criterion 5.

The cost adviser has been briefed that their advice is confidential and will communicate only with the Client representatives and Evaluation panel.

The schedule of areas provided with each tender submission will be verified by the cost adviser.

The cost adviser will prepare a feasibility assessment for each of the competition schemes as directed by the Client representatives. Each scheme will be evaluated on the same basis and the rates which will be used for this evaluation are included with this document. The cost data covers the typical components which are currently anticipated for the development, both generic construction costs and some of the abnormal elements which have previously been identified. The cost adviser will consider the bespoke aspects of each of the short listed schemes and will form an independent opinion on cost for any of the specific abnormal items, which fall outside of the generic rates, for the purposes of the feasibility assessment. The estimate template is attached for your information and it is not necessary for you to submit a completed version.

The overall viability of each proposed scheme will be assessed using the residential and commercial revenues associated with the net areas of the development.

The scoring of criterion 5 will be by the Evaluation panel following the provision of information from the cost adviser.

Criterion [6] will be evaluated separately by a firm of chartered quantity surveyors retained by the Council as independent cost adviser.

The scoring of criterion 6 will be by the Evaluation panel following the provision of information from the cost adviser.

## 22.3 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 14.2** – 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 the Council in terms of the criteria, which will be applied to each bidder's submission in its entirety.

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

The Quality and Cost scores for each tendering Architect firm(s) will then be aggregated to determine the preferred bidder.

Final aggregated weighted scores, and ranking will be released to each Bidder upon completion of the ITT.

The following scoring guide will be used to evaluate the bids against Evaluation Criteria [1] to [5].

Score	Definition	Benchmark
<b>10</b>	<b>Excellent</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The response by the Bidder provides the Council with a very high degree of confidence of being able to support the achievement of the intended outcomes of the Twickenham Riverside project.</li> </ul>
<b>8-9</b>	<b>Very Good</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The response by the Bidder provides the Council with a high degree of confidence of being able to support the achievement of the intended outcomes of the Twickenham Riverside project.</li> </ul>
<b>6-7</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The response by the Bidder provides the Council with a good degree of confidence of being able to support the achievement of the intended outcomes of the Twickenham Riverside project.</li> </ul>
<b>3-5</b>	<b>Poor / Sub-optimal</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The response by the Bidder gives rise to some concerns of being able to support the achievement of the intended outcomes of the Twickenham Riverside project.</li> </ul>
<b>1-2</b>	<b>Very Weak / Weak</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The response by the Bidder gives rise to many concerns of being able to support the achievement of the intended outcomes of the project.</li> </ul>
<b>0</b>	<b>Unacceptable</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The response by the Bidder is non-compliant or gives rise to a large number of concerns of being able to support the achievement of the intended outcomes of the Twickenham Riverside project.</li> </ul>

## 23 | Honorarium

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Each participant invited to submit a Final Tender who then submits a compliant tender and makes a presentation at the clarification interview will receive an honorarium payment of GBP £6,500 (+VAT).

Honorarium payments will be paid to the Lead Consultant from each multi-disciplinary design team. The client will undertake to make the honorarium payments within 30 calendar days of the clarification interviews and on receipt of an invoice which should be submitted to RIBA Competitions. No payments will be made in respect of the SQ phase.

## 24 | Copyright

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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.

## 25 | Publicity & Announcement of Result

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Participating bid teams will be required to maintain confidentiality throughout the procurement process and not identify the name of successful or unsuccessful bidders; or release any design proposal images etc. to any third parties or media outlets until after an official announcement has been made, and/or any related embargoes/mandatory standstill periods have elapsed.

The Council 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 restrictions or embargoes have been lifted, authors of all proposals will be duly credited and recognised in all associated media publicity.

## 26 | Post-Procurement Commitment and Appointment

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It is the Client's intention to appoint the successful team to develop the design proposals through to Completion. For the purpose of comparative evaluation, fee proposals should be submitted based on:

- (A) Design & Build from end RIBA 3 novated to contractor; and
- (B) Design & Build from end RIBA 4 novated to contractor

However, the Council reserves the right not to proceed beyond the design competition phase in the event that no one scheme meets the requirements and aspirations in respect of the project, or should any unforeseen circumstances occur, but all honorarium payments as indicated will be awarded.

It is anticipated that the full design team proposed will be retained. However, the Council 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.

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

- Professional Indemnity Insurance GBP £5m
- Public Liability Insurance GBP £5m
- Employer's Liability Insurance GBP £10m

## 27 | Soliciting of Information

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Members of the Evaluation Panel, Client representatives, 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.

# 28 | Enquiries

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RIBA Competitions are assisting the Council with the management of the procurement process. Representatives from the Council and members of the Evaluation Panel should not be directly solicited for information as this may lead to disqualification from the process.

## **RIBA Competitions**

No. 1 Aire Street

Leeds

LS1 4PR

United Kingdom

+ 44 (0) 113 203 1490

[riba.competitions@riba.org](mailto:riba.competitions@riba.org)

## Confidentiality

The Information is being made available by the Council on condition that subject to the exceptions referred to at (21.1.2) below, the Bidders shall:

- at all times treat the ITT and information as confidential;
- not disclose, copy, reproduce, distribute or pass the Information to any other person at any time;
- not use the information for any purpose other than for the purposes of making (or deciding whether to make) a Bid in relation the Bid; and
- Comply with the provisions of Paragraph 21.6 below (which contains restrictions on publicity activity within any section of the media or similar).

Bidders shall procure that, if it is a consortium, each Consortium Member who receives any of the Information is made aware of, and complies with, the confidentiality obligations in this section.

Bidders may disclose, distribute or pass Information to another person (including, but not limited to, for example, employees, consultants, sub-contractors or advisers, the Bidder's insurers or the Bidder's funders) if either:

- this is done for the sole purpose of enabling a Bid to be made and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as set out in this ITT; or
- the Bidder obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Information.

The Council also reserves the right to disseminate Information that is materially relevant to all Bidders (even in the event that the Information has only been requested by one Bidder), subject to the duty to protect any Bidder's commercial confidence in its Bid. It is the responsibility of the Bidder to avoid such disclosure by stating in writing to the Council that the request is clearly marked "Commercial in confidence – not to be circulated to other Bidders" and the Bidder must set out a proper and relevant reason or reasons for the request for non-disclosure to other Bidders.

The Council will act reasonably as regards the protection of commercially sensitive information relating to the Bidder, subject to the Council's duties under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (see below).

## Freedom of Information Act 2000 and Environmental Information Regulations 2004

The Council is subject to the requirements of the Freedom of Information Act 2000 (the "Act") and the Environmental Information Regulations 2004 ("EIR"). Accordingly, all information submitted to it may need to be disclosed by the Council in response to a request under either the Act or the EIR (a "Request").

In making any submission during this procurement process, each Bidder acknowledges and accepts that information contained therein may be disclosed by the Council under the Act or EIR without consulting the Bidder, although the Council will endeavour to consult with the Bidder and consider its views before doing so.

If Bidders consider that any information made available to the Council is commercially sensitive, they should identify it and explain (in broad terms) what harm may result from disclosure, and the time period applicable to that sensitivity. Even where information made available to the Council is marked commercially sensitive, the Council shall be entitled (acting in its sole discretion) to disclose it pursuant to a Request. Please also note that information marked “confidential” or equivalent by Bidders does not bind the Council to any duty of confidence by virtue of that marking.

Exemptions to disclosure pursuant to a Request do exist and the Council reserves the right to determine (acting in its sole discretion) whether there is any available exemption and whether to disclose any information made available to it by Bidders pursuant to any Request. If you are unsure as to the Council’s obligations under the Act or EIR regarding the disclosure of sensitive information, please seek independent legal advice.

## Conflicts

The Council requires all actual or potential conflicts of interest to be declared and resolved to the Council’s satisfaction prior to the delivery of a Bidder’s ITT response. Failure to declare such conflicts and/or failure to address such conflicts to the reasonable satisfaction of the Council could result in a Bidder being disqualified at the sole discretion of the Council.

## Publicity

Bidders shall not undertake (or permit to be undertaken) at any time, whether at this stage or after financial close, any publicity activity with any section of the media in relation to the required services other than with the prior written agreement of the Council. Such agreement shall extend to the content of any publicity. In this paragraph the word “media” includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media.

## Information provided by Bidders

The Council is relying on the information provided by Bidders during the procurement process (including but not limited to Bids). If, at any time during this procurement process there are any material changes to that information, the Bidder must advise the Council as soon as practicable (even if this is prior to the submission of a Bid). Upon receipt of such information, the Council shall be entitled to revisit the selection and/or evaluation of the Bidder and exclude the Bidder if necessary, as a result of that process.

## Bidding Process and Costs

The Council 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;

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 22, under no circumstances will the Council be liable for any costs or expenses borne by Bidders or any of its supply chain, partners or advisers in this procurement process.

## Right to Reject Bids

The Council reserves the right to reject or disqualify a Bidder and/or any of its Consortium Members where:

- a Bid is submitted late, is completed incorrectly, is materially incomplete or fails to meet the Council's submission requirements which have been notified to the relevant Bidder;
- the Bidder and/or any of its Consortium Members are unable to satisfy the terms of Article 45 of Directive 2004/18/EC and/or Regulation 23 of the Public Contracts Regulations 2015 at any stage during the tender process;
- the Bidder and/or its Consortium Members are guilty of material misrepresentation in relation to its application and/or the process;
- the Bidder and/or its Consortium Members contravene any of the terms and conditions of this ITT; or
- there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder and/or its Consortium Members.
- The disqualification of a Bidder will not prejudice any other civil remedy available to the Council and will not prejudice any criminal liability that such conduct by a Bidder may attract.

## The Bidders

The Consortium Members of any Bidder and the principal relationships between Consortium Members may not be changed in relation to this procurement process unless the Council's prior consent has been given, and subject to:

- any replacement Consortium Member being satisfactorily pre-qualified by the Council; and
- any other condition which the Council may specify having been met.

The Council reserves the right, at its absolute discretion, not to consider any Bid where there is a change in the Consortium Members of any Bidder and/or the principal relationships between Consortium Members.

## Acceptance of Bids

Bidders are reminded that no offer or Bid is deemed accepted until the relevant contractual documents have been duly signed on behalf of the Council, the successful Bidder and all other relevant parties and declared unconditional. No dialogue or communication with the Council, 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 the Council and the successful Bidder and which is duly declared unconditional shall have any contractual effect.

## Prices

Prices must be stated in the Pricing Schedule and must remain open for acceptance for a period of 6 months from the closing date for receipt of Tenders.

