

# NEW STUDENT 'HUB' ON WESTERN CAMPUS

Invitation to Tender  
Draft



**CONFIDENTIAL**

**INVITATION TO TENDER**

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## Status of this Document

This document has been prepared for the purposes of the RIBA managed competition to select an architect/landscape architect team to provide architectural design and landscaping for a New Student Hub on the Western Campus of the University of Leeds.

**PLEASE NOTE: This document is a draft and the University of Leeds reserve the right to make amendments. The final version will be issued following evaluation of the SQ responses to the shortlisted teams.**

## 1. INTRODUCTION

The University of Leeds is seeking submissions for an Invited Design Competition from architects including a landscape architect with exceptional design skills for a prestigious new Student Hub and its surrounding landscape on the Western Campus.

The project will create a focal point for the campus aiming to engender an entrepreneurial mindset and foster collaboration between students across the campus.

The environment created will be inclusive, attracting students from all backgrounds and facilitating connections around innovative endeavours, with a focus on supporting students beyond the confines of their subject discipline. The building will operate as a forum for learning through engaging with peers, academics, enterprise and employability professionals and other external experts.

## 2. THE UNIVERSITY OF LEEDS

A large, global university (third largest in Russell Group – over 38,000 students, 8,700 staff, over 7,000 international students from more than 150 countries, with international staff from more than 90 countries, £674m income, new engineering school in China).

- Committed to the highest quality research (10th for research power REF 2014; Top 100 for academic reputation in the QS World University Rankings 2019), education and the wider student experience (Gold in TEF 2017, University of the Year 2017).
- Committed to making a difference to the world we live in (ninth for impact power REF 2014, importance of societal grand challenges, focus of Leeds Curriculum and Leeds for Life).

For further information regarding the University of Leeds, please refer to the Phase 1 Briefing Paper.

## 3. PROJECT AIMS

The Student Hub will be a statement building in the University's Western Campus.

It will provide an outstanding facility for study and social learning, alongside support for skills, personal development and careers advice. With its café and social space, it will become the community heart of the

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Western Campus – both for business and law students, and for the many students from across the University. It will provide facilities suitable for educational groups taking part in the University’s sector-leading outreach and widening participation activities, as well as for other student opportunity activities.

The Student Hub will be a welcoming and accessible building – designed to meet the needs of our students as they develop as well-rounded global citizens, able to lead and make a positive contribution in a rapidly changing world.

For further information please refer to the Phase 1 Briefing Paper.

## **4. THE SITE**

### **4.1. Location**



The Western Campus is separated from the main campus by Clarendon Road to the east; to the south and west are Victorian tree lined residential streets and to the north Woodhouse Moor, a huge parkland of some 26 Hectares. Western campus is home to some of the best of the University’s facilities which surround a green open space currently accommodating a temporary single storey modular teaching block which will be removed early 2020. To the north of the Green is the University’s Business School, a Grade 2 listed 9000m<sup>2</sup> Victorian building, formerly ‘Leeds Grammar School’, which explains the retained open space, which was once a cricket pitch.

Please refer to the Phase 1 Briefing Paper for further information regarding the site and its surroundings.

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#### **4.2. Topography and Ground Conditions**

Topographical survey information will be provided to shortlisted teams

#### **4.3. Vehicular Access & Parking Provision**

There are no parking requirements for this building

#### **5. SPATIAL AND USER REQUIREMENTS FOR THE NEW LIBRARY BUILDING**

Please refer to Space Schedule

#### **6. GENERAL DESIGN CONSIDERATIONS**

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

The successful design will need to combine openness with security, enabling users to move freely around the building without the need for obvious separation and/or supervision.

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

At the competition stage, teams are required to develop design concepts that outline their approach to the project, site, building form and external envelope, with indicative layouts showing how the building's interior could be organised to accommodate the client requirements.

#### **7. SUSTAINABILITY**

Creative sustainable design strategies which take account of all aspects of the environmental agenda should form a cornerstone of the development strategy for this building. Design and technical proposals should provide a zero carbon solution, making use of environmental innovation, renewable energy generation, responsibly sourced materials and efficient construction methodologies. The development approach must facilitate and maintain sustainable operation, where the building design reflects the functional requirements in a flexible manner.

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A 'Passiv Haus' approach should be adopted, thereby maximizing energy conservation and minimizing input energy during the life of the building.

Designers should carefully balance their design regarding building orientation, natural light, sustainability, planning and building context (landscape and surrounding architecture) considerations in creating an iconic building and enriching the user's experience.

The Landscape should acknowledge the need also for improving bio-diversity.

## **8. UTILITIES & SERVICES**

Utilities and services will be fed from existing supplies in street. It is envisaged that the sustainable nature of the project will mean that there will be no requirement for a sub-station (the western campus is approaching capacity in electrical demand).

## **9. SCHEDULE OF ACCOMMODATION & BUDGET**

Shortlisted teams should analyse the Brief and use their experience to generate design concepts to meet the requirements with appropriate assignment of areas accordingly.

The allocated construction budget for the project is £16,500,000. It does not include VAT. Whilst there is an element of external Works within this cost, however, the landscaping element may be subject to revision of costs during design development, as the aspiration of a 'community heart' within Western Campus demand a more comprehensive Landscaped environment to be explored.

## **10. ANTICIPATED PROJECT PROGRAMME**

<b>Milestone</b>	<b>Timeframe</b>
Design process starts (post competition)	Nov 2019
Design Stage 3/4	March 2021
Tender Process ends	September 2021
Construction start	November 2021
Construction completion	April 2022
Fit-out and Occupation	August 2022

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## 11. SUPPORTING INFORMATION

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

- Survey drawing indicating red line site boundary (PDF and DWG) - TBC
  - Topographic survey (PDF and DWG) - TBC
- Tender Documentation**
- Appendix 1: Form of Tender (Word format, to be completed as part of Tender return)
  - Appendix 2: Declaration of Authorship form (Word format, to be completed as part of Tender return)
  - Appendix 3: Draft Contract and Scope of Services

The unique link to RIBA Submit will be issued to shortlisted teams

## COMPETITION CONDITIONS

### 12. INTRODUCTION

RIBA Competitions has been appointed to manage and administer the selection process on behalf of the University of Leeds, the client for the competition.

Following the Selection Questionnaire phase, five teams have been shortlisted to proceed to the Tender (design competition) phase, which is seeking to identify an architect with a landscape architect to provide architectural design and related landscaping for a new Student Hub on the Western Campus.

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

- 1.
- 2.
- 3.
- 4.
- 5.

As part of the Tender return, shortlisted teams will be required to develop concept proposals to illustrate design intent and their approach to the project; cost; working with the Client body, the local community and other stakeholders to achieve the aspirations for the new Student Hub and associated landscaping; 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.

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### 13. ELIGIBILITY

As determined at the Selection Questionnaire phase, the team must include an architect who has the right to practice in the country where he/she is qualified or in the country where he/she currently resides or practices.

The architect will act in the role of Lead Consultant for the new Student Hub project.

No member of the Evaluation Panel, employees of the University of Leeds, their advisers, or any third party connected to this procurement (including any partners, close associates or employees of them) shall be eligible to compete or assist a team.

### 14. TIMETABLE

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

<b>Activity</b>	<b>Date (estimated)</b>
Issue OJEU Notice	Tuesday 11 June 2019
Release of Briefing Information & Selection Questionnaire	Wednesday 12 June 2019
Latest date for queries relating to the SQ	Thursday 27 June 2019
Deadline for receipt of SQ returns	14.00hrs – Monday 15 July 2019
Evaluation meeting and selection of shortlist	w/c 22 July 2019
Shortlist notified	w/c 29 July 2019
Notification to unsuccessful candidates	
Issue of final ITT to shortlist	w/c 29 July 2019
Site visit & briefing session for shortlisted teams	w/c 5 August 2019
Latest date for queries relating to the ITT	14 August 2019
Memorandum issued in response to queries	21 August 2019
Submission deadline	14.00hrs – Tuesday 10 September 2019
Clarification interviews & presentations	w/c 23 September 2019
Notification of result and start of 10 day Standstill period	w/c 30 September 2019
Winning press release announcement	October 2019

The Timetable is indicative only and the University of Leeds reserve the right to change it at its discretion. You will be notified of any changes made to the timetable.

### 15. GROUP BRIEFING SESSION AND SITE VISIT

Shortlisted teams will be given the opportunity to attend a group site visit and briefing session to be held during w/c 5 August 2019. This will provide teams with an opportunity to visit the site and meet key client representatives to learn more about their aspirations for the new building and tour around the existing



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campus. A maximum of three attendees may attend the briefing session per team. General Questions and Answers will be documented, with formal responses issued to all teams, together with those submitted in response to the subsequent written question deadline.

## **16. CLARIFICATION QUESTIONS**

Questions for clarification should be submitted via e-mail to RIBA Competitions ([riba.competitions@riba.org](mailto:riba.competitions@riba.org)) by 17.00hrs on Wednesday 14 August 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 Wednesday 21 August 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.

## **17. BID DELIVERABLES AND SUBMISSION REQUIREMENTS**

The design competition submission should outline the design team's approach and how it would work with client representatives, the local community and other stakeholders to realise the aspirations for the University's New Student Hub. The submission should respond to and provide sufficient detail for the Criteria outlined in **Section 21.2** to be evaluated.

There are six elements to the submission which are outlined below. Teams should note that there is a digital and hard copy element to the return.

### **17.1. Anonymous A1 Design Boards and Contents**

The design concept for the New Student Hub project should be presented on up to 3 x A1 lightweight foam-mounted boards. A digital copy of the boards should be contained within a single PDF file of <20Mb.

The boards should be illustrated in a clear and succinct manner to enable stakeholders and the Evaluation Panel to readily understand the essence and design drivers behind the design concept. The A1 design boards should be submitted in landscape format.

### **17.2. A3 Design Report and Contents**

A short accompanying design report (maximum 20 single sides of A3, or double-side equivalent) including any explanatory sketches and drawings should be prepared to summarise/expand on the material presented on the A1 boards. The digital version of the report should be contained within a single PDF file of <15Mb. The report should be collated and laid out to address the points below in the order indicated:

- a) Description of the design proposal** outlining how the proposed design approach addresses the outline brief and the aspirations for the University's New Student Hub;

- b) The Approach to Sustainability:** Please provide an outline approach to the structural and environmental design of the building and show how this is able to meet the client’s sustainability aspirations.
- c) Description of how the proposal relates to the surrounding buildings** - an outline approach to the landscaping of the site development should be included.
- d) Proposed team structure** and key personnel who would be involved in developing the design proposals. Please outline how you would propose to work with client representatives, the wider project team and the local community to develop the proposals to meet the project aspirations, and ensure delivery of an aesthetically distinguished scheme, to programme and at an affordable cost.
- e) Colour reductions of the A1 design boards** should be incorporated at A3 size.

**GENERAL NOTE (2)**

The A1 board reductions, together with the contents page, front and rear covers to the report, may be additional to the 20 side limit. The Evaluation Panel will expect key personnel identified in the report to be present at the Clarification Interviews.

**17.3. Outline Specification of Materials & Design within Construction Cost Envelope**

Fully costed schemes will not be required as part of the tender return, but teams will be expected to address the potential ability of the proposals to be delivered within the GBP £16m construction cost envelope (inclusive of professional fees). In order for the appointed Quantity Surveyor to undertake cost feasibility checks on the concept designs, an outline specification for major elements, which should contain (as a minimum), details of the following:

Major Element	
Substructure	
Superstructure	
- Frame	
- Upper Floors	
- Roof	
- Stairs	
- External walls	
- Windows and external doors	
- Internal walls and partitions	
- Internal doors	
- Internal finishes	
- Fittings & furnishings	
- Mechanical services	
- Electrical services	
- Other energy sources and renewable technologies	
External works	
Services	

Any other elements that the team feel are specific and fundamental to their design proposal/approach	
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**17.4. Schedule of Fees / Pricing Schedule**

A Fee Proposal (fixed sum, exclusive of VAT) should be submitted to cover the cost of the team developing the proposals in sufficient detail to clarify the design and the project budget, leading to submission of planning application (RIBA Stage 3). The fee proposal should include all members of the proposed design team.

The architect will act in the role of Lead Consultant for the University of Leeds and will appoint other team members as sub-consultants. The team will need to work with the University of Leeds to gain building and planning consent for the scheme and be available to attend relevant meetings and presentations as necessary.

Based on the GBP £16m construction cost envelope (inclusive of professional fees), an indicative percentage-based Fee Proposal should also be submitted to cover the cost of developing and delivering the project over RIBA Stages 4 to 7.

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

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

RIBA Stage	Stages 1 to 3	Stage 4	Stage 5	Stage 6	Stage 7	Total
	Fixed lump sum (Excluding VAT)	% based on £16 million construction budget				
Architect	£					
Landscape Architect	£					
Totals	£					
Equivalent GBP amount	£	£	£	£	£	£
Total Fee (excluding VAT)						£



## 17.5. Publicity Images

Up to three images should be provided for potential future media-use purposes. The images should be representative of the ideas proposed and be readily identifiable as such, but applicants should bear in mind that whole scheme images do not necessarily reproduce well in the printed media and/or online. Each image should be submitted in JPEG format with high (300dpi) and low (72dpi) resolution versions of each image.

## 17.6. Completed Tender Forms

**17.6.1.** Bidders shall complete the **Form of Tender** attached at **Appendix 1** and submit it with the remainder of the bid deliverables.

**17.6.2.** Bidders shall complete the **Certificate of Non-Collusion** attached at **Appendix 2** and submit it with the remainder of the bid deliverables.

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

**17.6.4. Confirmation of Insurance** –Bidders will have self-certified the required levels of Public liability, Employer’s Liability and Professional Indemnity insurance are either in place or to be obtained in their SQ.

## 18. SUBMISSION METHOD

There is an electronic and hard copy component to the return, as summarised in the Table below and the instructions given in **Sections 18.1** to **Section 18.6**. For a return to be valid, the electronic and hard copy elements of the submission must be received by the **14.00hrs deadline on Tuesday 10 September 2019**.

Summary of Submission Requirements			
Section Ref.	Item	Hard copy versions to be submitted to the University of Leeds	Electronic versions to be submitted via RIBA Competitions' digital submission portal
18.1	Up to 3 x No. A1 lightweight foam boards	1x physical set required	A single PDF of the boards (<20Mb file size)
18.2	A3 Design report	4x hard copies collated and laid out to address points (a) to (d) - 20 single sides A3 max - plus up to 3 x single sides of A3 showing colour reductions of the A1 design boards	PDF format (single file of entire report, of <15Mb size)

18.3	Outline Specification of Materials & Design within Construction Cost Envelope	1x complete hard copy of information requested	As per requested format with supporting notes (PDF & Excel format) DWG and PDF versions of scaled drawings for cost feasibility appraisal purposes
18.4	Schedule of Fees	1x complete hard copy of information requested	As per requested format (PDF & Excel format)
18.5	Publicity images	1x complete hard copy of information requested	3x representative scheme images, JPEG format at 72dpi and 300dpi
18.6	Completed Tender Forms	1x complete hard copy of information requested	Form of Tender Certificate of Non-Collusion Declaration of Authorship Confirmation of Insurance held (PDF version of each document)

### 18.1. SUBMISSION OF ELECTRONIC VERSIONS OF REQUIRED DOCUMENTS

The electronic versions of the required documents must be submitted via RIBA Competitions' digital submission portal (RIBASubmit). The file name should consist of the practice name and item description, for example:

- Practice Name\_Boards.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 University of Leeds 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.

### 18.2. SUBMISSION OF HARD COPY VERSIONS OF REQUIRED DOCUMENTS

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

**CONFIDENTIAL: TO BE OPENED BY ADDRESSE ONLY**

**FAO Len Wilson  
Estate Services  
Facilities Directorate  
The University of Leeds  
Cloberry Street  
Leeds  
LS2 9JT**

Tender Ref: University of Leeds New Student Hub Competition  
**Deadline for Return: 14.00hrs on Tuesday 10 September 2019**

**GENERAL NOTE (3)**

- Only teams responding in accordance with the submission requirements and deadline for receipt of tenders will be considered.
- First Class Post does not necessarily guarantee next day delivery and applicants should plan their submission schedule accordingly.
- Applicants should ensure that all Bill duties and Taxes are marked 'sender'. University of Leeds and RIBA Competitions will not be responsible for any submissions delayed by Customs, in transit or otherwise damaged or lost.
- Late submissions will not be accepted.

**19. 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
John Whiles	Jestico + Whiles, RIBA Adviser
Steve Gilley	Director of Estates, The University of Leeds
Len Wilson	Deputy Director (Development), Estate Services, The University of Leeds
Representative	Benefactor
Nick Scott	Professor of Business Education, Pro Dean for Student Education, The Business School, The University of Leeds
Alistair Mullis	Head of Law School
Mark Burgess	Leeds City Council Environment and Design Group Leader

A representative from RIBA Competitions will attend the clarification interview presentations to document the process and provide procedural support.

In the event of a Panel member being unable to act through illness or any other cause, the University of Leeds, in consultation with RIBA Competitions, reserves the right to appoint an alternative Panel member.

**20. CLARIFICATION INTERVIEWS AND PRESENTATIONS TO THE EVALUATION PANEL**

Teams will be invited to outline their design proposals to the Evaluation Panel at a clarification interview, scheduled to be held at the University of Leeds during w/c 23 September 2019.



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

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

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 Student Hub 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 4 people**) who attend the interview and their ability to answer questions from the Evaluation Panel.

## **21. EVALUATION AND IDENTIFICATION OF PREFERRED BIDDER**

### **21.1. Compliance**

Prior to carrying out the detailed scoring of bids, an assessment of the Bidders' responses to the competition deliverables will be made to ensure that sufficient information at the required standard has been provided as requested. Bids which are substantially incomplete or which are non-compliant with the requirements set out in this ITT may be rejected. The University of Leeds reserves the right to call for information from Bidders to clarify their Bid responses.

### **21.2. Award Criteria**

The aim of this procurement is for the University of Leeds to select a preferred team on the basis of the Most Economically Advantageous Tender\*. The competition seeks to select a preferred bidder on the basis of design, value and potential deliverability within the budgetary constraints identified.

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

	<b>AWARD CRITERIA</b>	<b>WEIGHTING</b>	
1.	Overall quality & architectural distinction of the design concept, including appropriateness of proposed response to the site, its constraints & opportunities	25%	Quality

2.	Response to the Brief & the proposals ability to meet the vision & requirements for the new Student Hub building and surrounding landscape	25%	75%
3.	Understanding of Client expectations, ability to work in partnership with stakeholders & engage the local community as demonstrated through the overall approach & presentation at interview	25%	
4.	Potential deliverability of the design concept within the stated construction budget envelope	25%	
5.	Submission of a competitive fee proposal (broken down per RIBA work stage) whilst demonstrating a sufficient level of resourcing to deliver the quality and scope of design services required	100%	Price 25%

\* Most Economically Advantageous Tender means that tender returns will be assessed on Quality and Price. The relative split will be 75% Quality and 25% Price.

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.

The Financial Element of the tender return will be evaluated separately.

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

*Score = (Lowest Bidder Price / Bidders Price) x Percentage Score Available*

The Quality and Price scores for each tendering Architect firm will then be aggregated to determine the preferred bidder. It is the University of Leeds intention to appoint the Tenderer with the highest aggregated score at the end of the design competition. However the University will reserve the right not to proceed beyond the competition stage in the event that no one scheme meets the requirements and aspirations in respect of the project. All honorarium payments will however be paid as indicated.

### 21.3. 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 21.2** - 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 University of Leeds in terms of the criteria, which will be applied to each bidder's submission in its entirety.

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

Score	Definition	Benchmark
10	Excellent response to question	In the opinion of the Evaluators, the Candidate's response provides information which addresses all requirements and provides very good or excellent quality relevant supporting evidence, which to some material degree provides evidence of an exemplary or class leading response
8-9	Very Good Response to question	In the opinion of the Evaluators, the Candidate's response provides information which addresses all requirements and provides very good quality relevant supporting evidence
6-7	Good response to question	In the opinion of the Evaluators, the Candidate's response provides information which addresses all requirements and provides good quality relevant supporting evidence which to some material degree provides evidence of a good response
4-5	Adequate response to question	In the opinion of the Evaluators, the Candidate's response provides information which addresses all requirements; but the supporting evidence is less than good in some material degree or is of limited relevance to the response
2-3	Poor response to question	In the opinion of the Evaluators, the Candidate's response provides information which addresses all requirements. However the Candidate's response fails to provide relevant supporting evidence; or the evidence is not relevant to the response required.
1	Deficient	In the opinion of the Evaluators, the response does not adequately address the stated requirements in respect of the project and the criterion being scored.
0	Not Answered	The Candidate failed to provide a response.

In applying the above scoring scale, each Bid will be evaluated according to its quality and deliverability. The term 'quality' in this context refers to fitness for purpose and therefore covers any aspect of a submission that affects the performance of the contract. 'Deliverability' refers to the likelihood that all aspects of a particular submission (including time and cost) could in fact be delivered by the Bidder concerned.



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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.

## **22. Honorarium**

Each tendering bid team who submits a compliant Tender for the competition phase and makes a presentation at the clarification interview will receive an honorarium payment of GBP £6,000 (+VAT). The University of Leeds will undertake to make the honorarium payments within 30 calendar days of the clarification interviews and on receipt of Invoice which should be submitted to RIBA Competitions.

## **23. Copyright**

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

## **24. Publicity and Announcement of Result**

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

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

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

## **25. Appointment and Post-Competition Commitment**

It is the University of Leeds intention to appoint the successful team to develop the design proposals up to RIBA Stage 4, however the University of Leeds reserves the right not to proceed beyond the competition phase in the event that no one scheme meets the requirements and aspirations set for the competition, but all honorarium payments as indicated will be awarded.

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It is anticipated that the design team will be retained. However, the University of Leeds 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 £10m
Public Liability Insurance	GBP £10m
Employer's Liability Insurance	GBP £5m

Form of construction procurement NEC4

## 26. Soliciting of Information

Members of the Evaluation Panel, employees of the University of Leeds, 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.

## 27. Enquiries

All enquiries regarding the design concept and tender phase of the competition should be submitted via email to [riba.competitions@riba.org](mailto:riba.competitions@riba.org) and contain 'The University of Leeds New Student Hub' in the 'subject' header line. Applicants should refer to **Section 16** regarding the latest deadline by which to raise clarification questions.

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

T : + 44 (0) 113 203 1490

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

**APPENDIX 1: FORM OF TENDER**  
**FORM OF TENDER FOR PROVISION OF ARCHITECTURAL DESIGN AND RELATED SERVICES FOR**  
**UNIVERSITY OF LEEDS - NEW STUDENT HUB**

**TENDER DUE IN BY: 14.00HRS (BST), TUESDAY 10 SEPTEMBER 2019**

<b>Name:</b>	[INSERT NAME]
<b>Position:</b>	
<b>Address:</b>	[INSERT FULL COMPANY ADDRESS]
<b>Date:</b>	[INSERT DATE]

**UNCONDITIONAL AND IRREVOCABLE OFFER TO THE UNIVERSITY OF LEEDS IN RESPECT OF THE NEW STUDENT HUB PROJECT**

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

Section Ref.	Description	Names of file uploaded to RIBASubmit
18.1	A1 Design Boards	
18.2	A3 Design Report	
18.3	Outline Specification of Materials	
18.4	Schedule of Fees / Pricing Schedule	
18.5	Publicity Images	
18.6	Completed Tender forms: Form of Tender Certificate of Non-collusion Declaration of Authorship Certificates confirming Insurance held	

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

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

I/We confirm that:

- i I/We are fully conversant with every part of the Invitation to Tender and its annexures, and
- ii this Tender is strictly in accordance with all and every provision of the Invitation to Tender including, without limitation, the Competition Conditions and General Conditions of Tender.



iii All information representations and any other matters of fact communicated to the University of Leeds (whether in writing or otherwise) in connection with or arising out of this Tender are submitted in good faith and are to the best of my/our knowledge true, complete and accurate in all respects.

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

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

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

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

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

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

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

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

Signed for and on behalf of the Bidder:	
Signed:	
Position / Status:	
Bidder's Name:	
Address:	

Signed for and on behalf of the Bidder:	
Signed:	
Position / Status:	
Bidder's Name:	
Address:	

**[PLEASE PRINT OUT THE FORM OF TENDER, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR TENDER]**

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**APPENDIX 2: CERTIFICATE OF NON-COLLUSION**  
**Certificate as to Bona Fide Tender / Collusive Tendering**

To The University of Leeds

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

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

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

- a) communicate to a person other than the University of Leeds the amount or approximate amount of my/our proposed Tender (other than in confidence in order to prepare a joint submission or to obtain insurance premium quotations required for the preparation of the Tender),
- b) enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Tender to be submitted,
- c) offer or agree to pay or give now or in the future any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done or offering to do in relation to any other Tender or proposed Submission for the goods / service or current or future commercial/personal relationship any act or omission.

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

Signed (1):	
Status:	
Signed (2):	
Status:	
For and on behalf of:	
Date:	

**[PLEASE PRINT OUT THE CERTIFICATE OF NON-COLLUSION, SIGN, SCAN AND UPLOAD THE COMPLETED DOCUMENT AS PART OF YOUR TENDER]**

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**APPENDIX 3: DECLARATION OF AUTHORSHIP FORM (AND PARTNERSHIP DECLARATION)**

Selection of design team for: University of Leeds – New Student Hub

Architect and landscape architect team	[INSERT COMPANY NAMES]
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**DECLARATION:**

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

Please strikethrough all of [4] and [5] if not applicable.

Full Name of Authorised Signatory:	
Signed:	
Date:	
Company Name:	
Postal Address:	
Email:	
Tel No:	

This form should accompany the remainder of the design submission material and be submitted in accordance with the instructions given under **Sections 18** of the Invitation to Tender document. The deadline for return of the digital and hard copy elements of the submission is **14.00hrs, Tuesday 10 September 2019**. The digital submission portal will not allow uploads after the stated deadline and late entries will not be accepted.

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**APPENDIX 4: Draft Contract and Scope of Services**

To be made available to shortlisted bidders – to follow.

DRAFT



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