



HM Government

v.2.1 10/03/23

**Commercial in Confidence**

## **REQUEST FOR QUOTATION (RFQ)**

**TITLE OF RFQ:** *Quotation for the provision of Architectural Services for the Lincoln Science & Innovation Park Café Hub*

**ISSUE DATE:** *12:00 Noon 11<sup>th</sup> March 2023*

**CLOSING DATE FOR QUOTATIONS:** *12:00 Noon 31<sup>st</sup> March 2023*

**CONTACT POINT:**

The following individual is the primary contact for this RFQ:

**NAME:** Thomas Blount

**POSITION:** LSIP Director

**TELEPHONE:** 01522 437106

**E-MAIL ADDRESS:** [tblount@lincolnsiencepark.co.uk](mailto:tblount@lincolnsiencepark.co.uk)

Boole Technology Centre  
Beevor Street  
Lincoln LN6 7DJ

**REQUEST FOR QUOTATION (RFQ) CONTENTS**

This request for quotation (hereafter "RFQ") comprises five parts as described below:

<b>PART</b>	<b>TITLE</b>	<b>DESCRIPTION</b>
1	Background information and instructions	Sets out the process and rules for suppliers responding to this RFQ
2	The specification	Sets out Lincoln Science & Innovation Park's requirements
3	Terms and conditions	Sets out the terms and conditions which will apply to any purchase arising from this RFQ
4	Information to be provided by suppliers	Sets out the information that suppliers must include with their quotation
5	Quotation certificate	This is a form that must be completed by suppliers and returned with quotations

## Part 1: Background Information and Instructions

### **Background**

Lincoln Science & Innovation Park (LSIP/the Science Park) was opened in 2014 and has developed a successful cluster of STEM academics, students and businesses. This has involved the development, refurbishment and acquisition of 13,500m<sup>2</sup> of award-winning commercial property and the integration of a further 5,000m<sup>2</sup> of nearby premises. It is now expanding into Phase II and is expecting to more than double its commercial footprint over the next decade. Recognising that maintaining the effective mixing of people that underpins good cluster development and innovation, LSIP is seeking to develop a café hub building to support that expansion.

LSIP are now seeking to appoint an architect to support in the delivery of the scheme. The project is split into two phases, RIBA 1-3, which is directly funded by the Science Park, and RIBA 4+, for which prices are sought but which may be novated to a principal contractor. The procurement exercise will take into account the full price but the contract will, in the first instance, be for RIBA 1-3, with stage gates between each RIBA level.

Please note, suppliers are asked to register their interest with the primary contact to ensure that any query responses are fully communicated.

### **Programme**

Indicatively the timescale for delivery is as follows:

	<b>From</b>	<b>To</b>
<b>RFQ Issued</b>	12:00 Noon 11 <sup>th</sup> March 2023	-
<b>Registration of Interest</b>		24/03/23
<b>Supplier Site Visits</b>	20/03/23	21/03/23
<b>Deadline for Queries</b>	-	24/03/23
<b>Deadline of Query Responses</b>	-	29/03/23
<b>Closing date for Quotations</b>	-	12:00 Noon 31 <sup>st</sup> March 2023
<b>Anticipated Award Date</b>	-	14 <sup>th</sup> April 2023
<b>Design Period – “In Scope”</b>	21 <sup>st</sup> April 2023	9 <sup>th</sup> June 2023

<b>Submission of Planning Consent</b>	-	12 <sup>th</sup> June 2023
<b>RIBA Stages 3-7</b>	TBC	TBC

## Evaluation Process

Quotations will be evaluated using the following scoring matrix.

Section	Category	Mark	Percentage	Methodology
<b>Financial</b>	Price	12	30%	Lowest estimated cost will receive maximum points with all other being ranked below this.
	High Level Quantity Surveyor Review of Design	6	15%	Lowest estimated cost will receive maximum points with all other being ranked below this.
<b>Quality</b>	Sector Experience	2	5%	Panel will award points individually and an aggregate score will be agreed at the moderation meeting.
	Team Experience	4	10%	Panel will award points individually and an aggregate score will be agreed at the moderation meeting.
	Delivery against Specification (Functionality and Scale and Form)	8	20%	Panel will award points individually and an aggregate score will be agreed at the moderation meeting.
	Design including aesthetic specification/Review of Drawings	8	20%	Panel will award points individually and an aggregate score will be agreed at the moderation meeting.
<b>Total</b>		<b>40</b>	<b>100%</b>	

## Part 2: The Specification

### **The Café Hub Requirement**

LSIP's current estate is mainly made up of semi-public (University) and private areas (commercial tenants). It has no indoor public space and limited amenity space. The Café Hub is designed to address that through the creation of an amenity building that will not only service the existing and future population of the site but also provide a new "shop window" at the heart of the development.

The principal purpose of the Café Hub would be (1) to provide a café/refectory with simple cold and hot food offerings and limited retail/vending. This would serve the site but also be available to members of the public. Additionally, (2) the main dining space should be reconfigurable to allow for events use in the evenings/weekends. A third function would be to (3) provide limited ad-hoc incubation space for very early stage businesses via sound proofed, lockable 'booths'.

The development will include some soft and hard landscaping of external areas and should include some limited car-parking for public use.

### **Functionality**

#### **Primary use:** *Café/Catering Facility*

LSIP is currently served by a fragmented amenity offering. A small café in Think Tank largely services that building with very little traffic from the rest of the site. Local supermarkets and fast food providers also service the site and outside catering is largely undertaken by third party providers delivering refreshments by van.

This fragmentation was quite acceptable when the LSIP resident population was small and the development speculative. The population of the site upon opening was less than 300. By the end of 2022, it was approaching 1,000 with this expected to double over the next decade.

Having such a collection of bright minds drawn from a variety of commercial and academic backgrounds represents a huge opportunity if they can be concentrated together in an environment over which they have some ownership and which is geared towards community cohesion and promoting interaction.

The café would incorporate main open plan dining area, servery and kitchen geared toward breakfast and lunch offers as well as preparation of cold, buffet style external catering across the LSIP site. It may provide a simple retail offering as well as a vending option for out-of-hours use.

#### **Secondary use:** *Meeting and Event Space*

Using the main dining hall for other purposes (theatre style presentations, social events etc) other than catering suggests a number of design challenges that need to be

considered. This includes the effective storage of furniture, ceiling heights to incorporate AV equipment and effective management of natural light.

**Tertiary use:** *Micro-incubation Space*

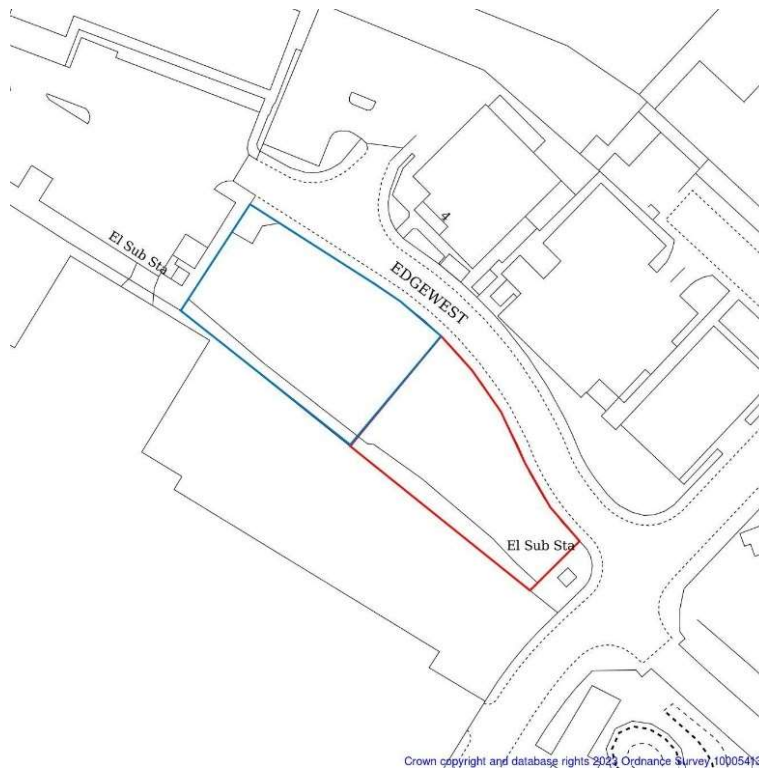
The emerging generation of young adults tend to innovate differently – often rather than traditional incubation space, they value very short term collaboration space (the café as ‘third space’/agile workspace). This is often provided by commercial cafés but sporadically due to the lack of high-quality infrastructure (they also require quite high tolerance from the owner!) and the imperative to keep customers moving through. The LSIP hub would provide dedicated third-space booth facilities ideally set up for a day or two of ‘fail-fast, fail cheap’ iterative innovation development. This is described elsewhere as ‘micro-incubation’ space to recognise the ‘micro’ nature of the businesses, the ‘micro’ scale of the space, the ‘micro’ cost to the operator and, most importantly, the ‘micro’ cost to the user; all of which makes the space significantly more sustainable than traditional incubation space.

**Additional Use:** *Public Gateway*

The Hub needs to be visibly and unambiguously the heart of the Science Park and a public gateway which welcomes the wider community around us. It should make best use of its position close the public highways and interact with the surrounding areas, much of which are in the ownership of Lincoln Science & Innovation Park or the University of Lincoln.

**The Site**

The site is under Title LL307270 on the corner of Edge West Road and Poplar Avenue, Lincoln (nearby postcode LN6 7DH). It is the intention that the Title will be split to incorporate two development plots; one for the café hub and one for a commercial-industrial building. The total area under the title is approximately 0.475 acres with around 0.215 acres available to the café hub including any externally landscaped areas. The anticipated split of the site is shown below with the red boundary showing the proposed café site and the blue remainder the outstanding development plot. Whilst the external boundary of the Title is immutable, there may be some flexibility in the division of land between the two plots.



Please find attached;

- *Preliminary Geo-Environmental Risk Assessment, Delta Simons, October 2022*
- *Structural Engineering Feasibility Report, Tunstall Smith King, January 2023*

### **Scale and Form**

It is anticipated that the development will be single story and steel framed although this is not an absolute requirement within the scope of the budget.

- Total NIA of at least 200m<sup>2</sup>
- Open plan multi-use dining/meeting area of no less than 120m<sup>2</sup> and preferably larger
- Served and retail area
- Catering kitchen, stores and refuse area
- Furniture store
- Cleaning store
- Bathroom facilities
- 2-3 lockable 'booths' (could be integrated or modular)

It may be possible that plant/IT equipment could be serviced externally to the building in LSIP's central plant space located 60-70m away on adjoining Title LL37992.

Future expansion viability should be considered whether on the plot (red or blue areas) or outside of it utilising LSIP Phase II land (LL37992).

### **Aesthetic Considerations**

Lincoln Science & Innovation Park sits in an unusual location; a former industrial site that is close to the City centre, adjacent to the University of Lincoln but also bordering open country to the west, bounded by a railway loop. As such, it reflects the industrial character of the past whilst projecting modernist elements into the future and encouraging the development of green spaces.

The design decisions that are informed by these values are captured in LSIP's Masterplans, attached to this document.

Developments on LSIP should balance carefully the need for high quality, innovative buildings with the limitations of a commercial development that must demonstrate a sustainable yield. Form, therefore, very much follows function.

*Available on Request:*

- *LSIP Masterplan, LDA, 2014*
- *LSIP Phase II Design and Access Statement, Liz Lake Architects, 2017*

**Budget:** The total budget for the project including professional fees, on-site and off-site works and other contingencies is £1m. The project will be financed by a combination of Town's Fund grant, supported by HM Government and the City of Lincoln Council, and commercial loans.

## **Part 3: Terms and Conditions**

### **AMENDMENTS TO RFQ DOCUMENTS**

The Science Park may amend this RFQ document or process, including extending the RFQ closing date, at its discretion.

### **QUERIES AND QUESTIONS**

Suppliers wishing to raise queries or questions in relation to this RFQ shall direct them to the Contact Point. The Science Park reserves the right to exclude suppliers who contact employees of the Science Park, other than the named Contact Point, in an attempt to gain an unfair advantage.

The Science Park reserves the right not to respond to queries if information is not available or responding could prejudice the integrity of the procurement process.

All queries which receive a response will be published on the Science Park website and will be sent to all bidders who lodge their interest with the Science Park.

### **SUBMISSION OF QUOTATIONS**

Quotations are to be submitted via e-mail to the Contact Point before the stated closing date. It is the supplier's responsibility to ensure that their quotation response is complete and submitted in a timely manner.

### **LATE QUOTATIONS**

Any quotation received later than the stated date will be removed from further consideration.

### **EVALUATION OF QUOTATIONS**

Submissions will be reviewed and analysed by the Project Procurement Panel and award will be based on the price (45%) and quality of submission (55%).

Quality Scores will be awarded individually by members of the Project Procurement Panel and a single score will be agreed upon at a moderation meeting.

Price scores will be reviewed by the Science Park's Quantity Surveyor. Maximum points will be awarded to the lowest price and all other prices will be ranked by increasing value behind this. If 4 points are available, for example, the lowest price will receive 4 points; the second lowest will receive 3 points; the third lowest will receive 2 points and so on.

If there are more submissions than points available, entries may be banded pro-rata and awarded points equivalent to prices near to them, as per the worked example below where 4 point are available. The lowest price will always be the only submission awarded maximum points unless there is an identical price submission.

Bidder	Price	Price Differential	Banding	Score
Price #1	£70	£60 between highest and lowest, therefore three bands of £20 are used to distribute the last 3 points.	£70	4
Price #2	£90		£71-£90	3
Price #3	£95		£91-£110	2
Price #4	£100		£91-£110	2
Price #5	£120		£111-£130	1
Price #6	£130		£111-£130	1

The scores moderated and published by the Project Procurement Panel are final.

#### **FURTHER DUE DILIGENCE**

Before making any final decision as to which supplier to appoint, the Science Park may undertake further due diligence on suppliers, on any matter which is considered relevant to meeting the Science Park's requirements. This includes but is not limited to financial stability/credit rating.

The Science Park reserves the right to seek clarifications from the tenders during the evaluation period.

#### **ACCEPTANCE OF QUOTATIONS**

Quotations may be submitted for all or part of the requirements and may be accepted by the Lincoln Science & Innovation Park either wholly or in part. The Science Park is not bound to accept the lowest priced quotation, or any quotation, submitted by suppliers in response to this RFQ.

#### **VALIDITY OF QUOTATIONS**

Quotations are to remain valid for a period of 45 days from the closing date for quotations.

#### **COSTS OF PREPARING QUOTATIONS**

All costs relating to the preparation and submission of a quotation are the sole responsibility of the supplier proposing the quotation.



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### **DISCONTINUATION OF RFQ PROCESS**

The Science Park reserves the right to discontinue this RFQ process at any time. Under no circumstances shall the Science Park be required to reimburse any supplier for any costs incurred in participating in this procurement.

### **DISCLAIMER**

Whilst the information in this RFQ has been prepared in good faith, the Science Park does not accept any liability, responsibility or duty of care to anyone other than the Science Park for its adequacy, accuracy or completeness.

## Part 4: Information to be Provided by Suppliers

Interested parties are invited to submit a written response providing;

- A Completed Quotation Certificate;
- Indicative fee for architectural services on the scheme broken into RIBA stages;
  - o RIBA 1-3 (Phase 1) is funded and will be direct commission by Lincoln Science and Innovation Park Limited
  - o RIBA 4 (Phase 2) onward may be novated to the principal contractor.
- Profiles of team members involved in the development;
- Portfolio of relevant previous work;
- No more than two (2) sketches and one (1) plan to illustrate the design approach proposed;
- A short summary of the design approach and materials to be used.

It is asked that any interested parties lodge their interest with [tblount@lincolnsiencepark.co.uk](mailto:tblount@lincolnsiencepark.co.uk) so that they can be furnished with any additional information as it becomes available.

Requests for clarification may be submitted to [tblount@lincolnsiencepark.co.uk](mailto:tblount@lincolnsiencepark.co.uk). All clarifications will be provided to all parties who have registered interest.

## Part 5: Quotation Certificate

**(This form must be completed and returned by Suppliers with their quotation)**

**For:** Provision of Architectural Services – LSIP Café Hub (Architectural)

**To:** Lincoln Science and Innovation Park Limited

We ..... having reviewed the Request For Quotation documentation issued by the Science Park:

- undertake, if requested by the University, to execute and complete the requirements at the prices set out in our quotation;

RIBA Plan of Work Stage		Fee (£)
0	Strategic Definition	
1	Preparation and Brief	
2	Concept Design	
3	Developed Design	
4	Technical Design	
5	Construction	
6	Handover and Close Out	
7	In Use	
<b>Total</b>		

- confirm that the prices stated in our quotation cover for all contingencies except for any of the circumstances stated below;

**Details of any contingencies or assumptions that will impact on the quoted price. [Enter “None” if there are no such issues]**

- confirm that we are capable of meeting the Science Park’s specification other than in the areas identified below;

**Details of any aspects of the Science Park’s specification which cannot be met. [Enter “None” if the specification can be met in full]**

- agree that our quotation shall remain open for acceptance by the Science Park and shall not be withdrawn for a period of 45 days from the closing date for quotations;

5. understand that the Science Park is not bound to accept the lowest or any quotation that it may receive and that the Science Park will not pay expenses incurred by us in the preparation of our quotation.
6. understand that the overall commission will be split into each RIBA Plan of Work Stage and as such the Science Park reserve the right to review future stages and instruct accordingly
7. understand that the Science Park is procuring these services and will use the RIBA form of contract and have satisfied ourselves with the Terms and Conditions
8. declare that we have not entered into any commercial or other arrangement with another party with the intention of unlawfully fixing prices or engaging in anti-competitive behaviours;
9. have undertaken our own investigations and research and satisfied ourselves of all matters which are relevant to the preparation of our quotation;
10. are of sound financial standing and have sufficient resources and skilled staff to undertake the Science Park's requirements;
11. confirm that either:
  - a. we are not aware of any third party contractual, personal or family relationship with anyone at the Science Park connected with this Request For Quotation; or
  - b. we have disclosed below details of all such relationships.

**Details of any known relationships with the Science Park's staff connected to this Request for Quotation. [Enter "None" if there are no such relationships].**

12. suggest the following amendments to the Science Park's terms and conditions of purchase on the understanding that the Science Park can decide whether or not to accept them and reject any quotation as non-compliant if it does not accept the proposed changes:

**Details of any amendments suggested to the University's terms and conditions of purchase. [Enter "None" if there are no amendments being proposed]**

13. confirm that the information provided in our quotation is true, complete and accurate in all respects at the time of the submission and will notify the Science Park of any changes to that information before entering into a contract to supply the requirements.
14. undertake to comply with health and safety legislation and also ensure safe working practices when on the Science Park's premises.
15. undertake to comply with the obligations of the Data Protection Act 2018 in the event that we are required to process personal data on behalf of the Science Park.

<b>Signed by:</b>
<b>Name:</b>
<b>Position:</b>
<b>For and behalf of:</b> <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 150px; height: 1em; vertical-align: middle;"></span>