



London Borough of Hounslow

Feltham Green Cabin

Request for Quotation (RFQ)

The London Borough of Hounslow (the Council) invites you to submit a design proposal for a cabin located on Feltham Green in Feltham. This is a two-stage competition that the shortlisted architects will be funded to develop their ideas to show that their proposals are realistic and deliverable. The winner of the design competition will enter a design and build contract with the Council subject to funding availability.

Your proposed design must fully address the outcomes in the specification as described.

Please submit your proposals to www.londontenders.org by: **6pm, Thursday 14 January 2021**. Please label as **Feltham Green Cabin**.

The Council does not bind itself to complete this exercise and will not be liable for any losses or expenses incurred by a Bidder as a result of a decision not to proceed. In the event that the Council receives no response which it deems satisfactory; it reserves the right to terminate the procurement.

Any orders resulting from this request will be subject to the London Borough of Hounslow's purchase order terms and conditions, unless the supplier has entered into a separate contract with the London Borough of Hounslow in which case this purchase order will be governed only by the terms and conditions of that separate contract. Please find below the link to the terms and conditions.

London Borough of Hounslow purchase order terms and conditions:

http://www.hounslow.gov.uk/purchase_order_terms_and_conditions.pdf

Purchases made after 2 December 2013 from suppliers for goods and services must be supported by a purchase order (PO). After this point, if we get an invoice without a PO reference number it may be returned to the supplier without payment.

Design proposals received after the deadline of **6pm, Thursday 14 January 2021** shall not be considered.

Please add a note here to state that any information previously submitted by architects should be re-submitted as part of their response to this RFQ.

London Borough of Hounslow

Feltham Green Cabin

Design brief

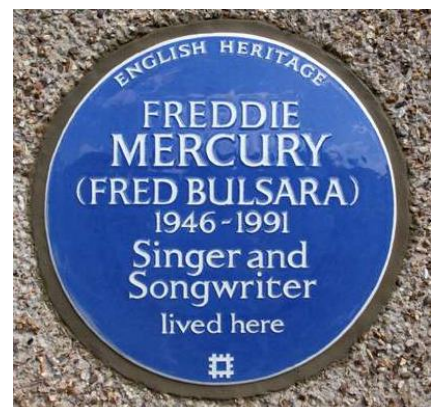
1. INTRODUCTION

1.1. Introduction and Background

Hounslow Council is seeking to appoint an architect to design and build a standalone permanent structure on Feltham Green in Feltham town centre. The structure is referred to as “the Cabin” in this brief.

The Cabin will be the base for the Friends of Feltham Green as well as a community pop-up museum/art gallery/ exhibition venue/ meeting room. The Cabin will provide a visible and welcoming space to engage the community and welcome visitors. Only a small fraction of the funding has been secured. The winning design will help the Council and the Friends of Feltham Green raise the rest of the funding, through crowd funding through the Friends Group, for example.

Feltham, the borough’s bustling westernmost town centre, was once a home for thriving businesses in the aircraft industry and market gardens. Feltham has connections to some of the most incredible musicians and sportsmen of recent times. Freddie Mercury’s family moved to Feltham from Zanzibar in 1964 and Freddie Mercury attended local schools, as did Brian May and Jimmy Page. Next year marks Freddie’s 30th death anniversary (he died on 24 November 1991). Mo Farah studied at Feltham Community College and trained at Feltham Arena. The Bulsara family lived nearby at 22 Gladstone Avenue TW14 9LL, which is marked with a Historic England blue plaque. The street sign for Freddie Mercury Close was unveiled by Freddie’s sister, Kashmira Cooke on 27 February 2020.



Given its central and highly visible location within Feltham, the Cabin has the potential to make a significant contribution to improving the reputation of the town, internally and externally. A high-quality designed Cabin will

complement the setting for the Freddie Mercury Memorial. The tree behind the memorial was planted and blessed by Freddie Mercury's mother, Jer Bulsara, who passed away in 2016.



1.2 Friends of Feltham Green

The [Friend of Feltham Green](#) is a group of local residents and volunteers helping look after Feltham Green. Whilst the constituted Friends Group is a relatively new organisation, they were operating informally for several years and have developed strong ties to residents, the community and local businesses. They have experience of engaging with and leading community volunteers and through their committee can draw on a wealth of administrative, horticultural, and organisational knowledge. They aim to encourage a greater sense of ownership and pride within the local community and to work with Hounslow Council on its ambitious plans to renovate the Green. The Council and the Friends Group will raise the rest of funding required by using the image of the winning design. The Council is responsible for procuring the design and build contract. The Cabin will be leased to the Friends Group who will be responsible for the day to day management and maintenance of the Cabin. The hiring fees collected from other community groups will be paying for the overhead and running of the Cabin.

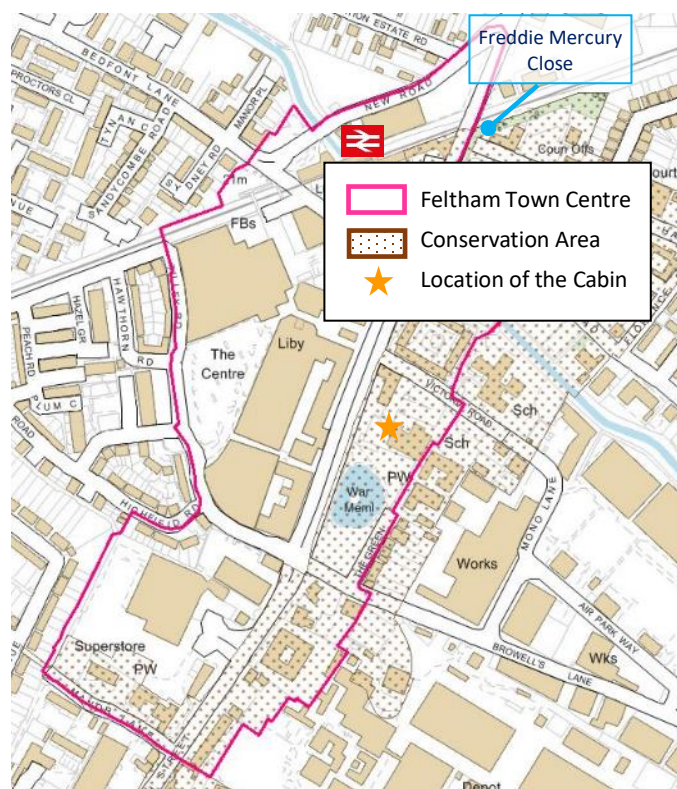
1.3 Community Benefits of the Cabin

The Cabin's visible position will provide opportunities for the Friends to engage with people who may never have considered volunteering, those returning to the station after work, shoppers using the high street, local residents and business owners and school children. The Cabin will provide a space where local people/ organisations can come together to interact with the others that can achieve genuine social integration and strengthen the community spirit. Feltham was designated a Housing Zone by the Mayor of London in 2016 and the town is expected to accommodate over 3,300 new houses by 2026. Despite the large population living in and around the town centre, there is a lack of community venues for hiring in the area. Feltham library opens Monday to Saturday, 10am to 3pm (Sunday closed) that community groups cannot hire the room during social hours. The library is located on the second floor which is not as accessible as the location of the proposed Cabin. The high street location of the cabin can provide natural surveillance that makes people feel safer to use the venue. The Cabin will create a unifying focus which will integrate both "new" and "old" communities. The specification is being carefully considered in order to ensure it is robust and that the management of the facility will be as simple as possible, particularly in relation to third party usage.

1.4 The Surroundings

Feltham Green is located on Feltham High Street in Feltham town centre, which is dominated by high rise residential blocks where some 1,200 families without private gardens are living within 300 metres from Feltham Green. The proposed Cabin will be located within the Feltham Green & Town Centre Conservation Area.

The Cabin will be located on Feltham Green and near to the Freddie Mercury Memorial Garden. The latter is currently a grass verge but the Council has secured planning permission (lawful development certificate) for a new Masterplan for Feltham Green which includes works to improve the landscaping, provide play equipment and to increase the size of the Green to include the Freddie Mercury Memorial Garden. The Cabin needs to sit within this approved framework and the rough area allocated for it within the Masterplan. The Cabin will play an important role in the regeneration of Feltham Green, but also in the wider uplift of the High Street. Adjacent to the proposed Cabin, additional hard standing will be provided for people waiting to collect children from the school.



Freddie Mercury Memorial Garden

Feltham Green Cabin





Freddie Mercury Memorial



21 High Street TW13 4AG
(offices converted to residential)

Freddie Mercury Memorial

Location of the Cabin

St Lawrence RC
Primary School



Feltham Green

We are looking for innovative, creative and sustainable designs that are buildable and from locally easily sourced (low embodied carbon) materials. The Cabin is to be located on Feltham High Street within Feltham Green. The structure, measuring approx. 12ft x 25ft (3.65m x 7.62m) has to be fully accessible, with sustainability (environmental and financial), security and ease of maintenance designed in; and the impact of anti-social behaviour designed out. The exterior design will work with both the urban nature of the High Street and the horticultural landscape of the Memorial Garden and Feltham Green & Town Centre Conservation Area, seeking to include green features, such as rainwater harvesting, green roof and/or solar panels wherever possible. With a flexible interior fitted-out to accommodate meetings, visual displays, presentations. The Cabin will provide a small but flexible venue primarily for the Friends group to gather and organise community related activities. It will also be an affordable venue for other sectors of the community to hire. It will become a focal point for the community to come together.

The Cabin will be leased to the Friends of Feltham Green, who will be responsible for all aspects of managing it. A space has been earmarked at the back of the Cabin for equipment storage for the Friends of Feltham Green, the voluntary custodians of Feltham Green and the Freddie Mercury Memorial.



2.2 Design Specification

Site/Site Constraints

The site, owned by Hounslow Council, is located within [Feltham Green & Town Centre Conservation Area](#) and falls within 'The Green' character area. It is important that proposals are sensitive to the character of the area and that proposals seek to complement and enhance the setting, with appropriate but contemporary materials. The Council will provide topographical survey and masterplan drawings.

Budget

£100,000. This includes all fees (architect, structural engineer, planning and building consents), utilities, materials and construction costs. All the elements will be delivered by the winning practice. The £1,000 Stage 2 design fee will be paid separately. Fees for the winning practice will be capped at £30,000 threshold.

Size

Proposals must fit within the footprint located for the Cabin within the Masterplan for Feltham Green in order for the scheme to comply with the original planning permission. The area marked out for the cabin measures approx. 33.67 square meters, 9.1m (length), 3.7m (width). The structure should measure approx. 12ft x 25ft (3.65m x 7.62m). Although the footprint is fixed, we welcome creative approaches that work within this footprint.

Use

The Cabin will be used as the base for the Friends of Feltham Green. Other groups could hire the space on-line and digital access to the Cabin would need be incorporated. The affordable hiring fees would help pay for overheads including insurance, fees, repairs, broadband fees and utilities. The designs should be able to accommodate the following uses:

- The cabin needs to accommodate a maximum of 12 people, seated (No toilet)
- All areas of the Cabin should be fully accessible. (No ramp outside the Cabin)
- Should be capable of accommodating exhibitions/displays. This could be in the form of changing exhibits displayed on walls, or free-standing/ stands
- Meeting point for people participating in the community garden scheme that will be located near the Cabin.

Storage and other facilities

- Should include a lockable store of 1.5sqm for the Friends of Feltham Green.
- Storage area for foldable chairs and tables
- To have running water, electricity supply and small power outlets to facilitate the running of small events.
- Kitchenette area with a plug point for a kettle/tea urn, a sink and drainer, worktop and a small amount of below worktop storage (1.5m long approx. and lockable)
- Connectivity and TV/presentation equipment point (HDMI cable, broadband, projector)

Technical Specification

- Robust, easily cleanable internal wall finish (particularly at lower levels (up to 1100mm)
- Ceilings – robust, services such as lighting to be easily accessible.
- Cabin doors and windows should be lockable, PAS24 compliant. They should be partially glazed and compliant with part M regulations for accessibility.
- Should include a covered porch area externally (1.5sqm) for people to stand/wait if the weather is not good.
- Maintenance free as possible.

Regulations

Scheme must be compliant with all UK Building and CDM regulations. The lead designer will be responsible for ensuring the scheme complies with these as well as the electrical installation, flooring finish, drainage, fire smoke detection, structure / foundations.

Sustainability

- Use of materials from sustainable sources, local sources (or clear material map) should be considered.
- Installation of PV panels as a demonstration project. The panel(s) may not be necessary to generate electricity for all day uses.
- Rainwater harvesting device could be located at the back or the Cabin where Friends Group tools would be stored.

Design quality and project deliverability

This is an exciting opportunity for young/emerging practices to submit designs for a small cabin that will have a big impact. When constructed, it will create a vibrant marker for Feltham Green, whilst working to enhance the conservation context. We are looking to see exceptional designs that can synthesise a sustainable, creative approach, as well as clever use of materials that age well. Ideally, team members should demonstrate experience of delivering similar scale projects in previous employment. Demonstrating some knowledge of Feltham and the local area, either through work or personal connection will also be important.

3. TIMESCALES

3.3 It is anticipated that the overall timeframe should be as follows:

- | | |
|------------------------------|--------------------------------------|
| ▪ Wednesday 16 December 2020 | - Call for Stage 1 proposals |
| ▪ Thursday 14 January 2021 | - Closing date for Stage 1 proposals |
| ▪ w/c 25 January 2021 | - Shortlisted practices informed |
| ▪ Monday 15 February 2021 | - Closing date for Stage 2 proposals |
| ▪ w/c 22 February 2021 | - Winner announced |

4. PAYMENT

- 4.1 The Council is not obliged to pay for draft designs at Stage 1 of the design competition.
- 4.2 The Council will pay £1,000 for the design development for each of the 3 shorted practices
- 4.3 The £1,000 will be paid after the receipt of the Stage 2 Proposals.

5. SUBMISSION

5.1 First stage design brief

At the first stage, teams (Bidders) will be invited to put forward sketch ideas (**no more than two A3 pages**) that outlines an approach to the site and idea for the scheme. Please include indicative plans at scale of 1:100, a 3D view or axonometric, and an indicative material strategy/approach. Please also indicate how you intend to respond to the new masterplan for the site, high street and conservation area. Also include a short-written design statement explaining your ideas and response to the brief (200 words max)

Please also separately include a team CV (A4) and a brief statement about your area of experience and any personal connection to Feltham if you have any.

5.2 Second stage design Brief

At the second stage, invited teams will be asked to develop your ideas to show that they are realistic and deliverable. They will be required to provide indicative costings for their proposals, as well as a typical detail or wall build up to more precisely show their material and sustainability strategy.

6. EVALUATION

EVALUATION OF RESPONSES

- 6.1 The Authority will evaluate proposals received in accordance with the Evaluation for each stage of the competition.
- 6.2 The evaluation will take place in two (2) parts. Bidders will be required to meet all mandatory requirements in Appendix 1.
- 6.3 The second part will evaluate the bidder's design, technical ability and quality.
- 6.4 As a result of this tendering exercise, the Council will award a build and design contract with the selected architectural practice. The project will not commence until all the required funding is secured. Hence, the Council is not obliged to pay the successful Bidder until all the funding is secured.

Evaluation of Appendix 1

- 6.5 In the event that a Bidder fails on any criteria that requires a pass in Appendix 1, the Authority will reject the entire RFQ and not proceed further with its evaluation.
- 6.6 Once a Bidder has passed the compliance check shown in table 1 below, the bidder's design, technical ability and quality will then be evaluated.

Table 1

Description	
Insurance Levels (must be completed in full)	Pass / Fail

Evaluation of Design Quality, skills and experience

- 6.7 Bidder's submission will be marked in accordance with the evaluation criteria shown below in Table 2.1 and Table 2.2:

Table 2.1 – Stage 1 Design Evaluation (no more than 2 pages of A3, a team CV (A4) and a brief statement about your area of experience and any personal connection to Feltham.

Criteria	WEIGHTING
1. Approach to the scheme and quality of sketch designs	75%
2. Similar projects, experience and management	15%
3. Connection to Feltham	10%
Total	100%

Table 2.2 – Stage 2 Quality/Price evaluation (Applied to the three shortlisted practices)

	Criteria	WEIGHTING
A.	Quality	90%
	A1. Meeting the requirements of the specification, Quality of the final designs	70%
	A2. Similar projects, experience, methodologies, processes and time frames	15%
	A3. Connection to Feltham	5%
B.	Architect fees	10%
	Total	100%

- 6.8 Bidder's submission will be marked using the scoring matrix in Table 3:

Table 3 – Scoring Matrix

Score	Classification	Definition
0	No response (complete non-compliance)	No response at all or insufficient information provided in the Response
1-2	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable response which fails in several significant areas: little or no detail has been provided to support and demonstrate that the Bidder will be able to deliver the contract and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high risk for the Council.

3-4	Partially acceptable response (one or more areas of major weakness)	Weak Response which may be basic/ minimal with little or no detail provided to support and demonstrate that the Bidder will be able to deliver the contract and/or some reservations in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk for the Council.
5-6	Satisfactory and acceptable response (substantial compliance with no major concerns)	Response largely addresses and meets the requirements, with some detail provided to support the proposal; minor reservations or weakness in a few areas of the proposal in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk to the Council.
7-8	Fully satisfactory /very good response (fully compliant with requirements).	Response fully addresses and meets the requirements, with full details provided to support the proposal; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/no risk for the Council.
9-10	Outstanding response (fully compliant, with some areas exceeding requirements)	Response provides or proposes additional value and/or elements of the proposal which exceed the requirements in substance and outcomes in a manner acceptable to the Council; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described. Low/no risk for the Council.

Worked Examples

- 6.9 The tables below set out a worked example of how the evaluation process will be applied for **Technical Quality**. The scores are for illustration purposes only.

Quality Example:

Question	Score	Weighting	Marked Score	Weighted Score
A1	0-10	70%	5	35%

- 6.10 The evaluation of each response for A1-A3 will be conducted. Consensus marking will be applied. Once this has been completed, the mark awarded for each response will be converted into a final percentage.

Price Evaluation (applied to 2nd Stage of the Design Competition)

- 6.11 Lowest Price will be awarded the maximum score of 10% in the instance of more than 1 bid equating the same value, in this case both or all will receive the same score.
- 6.12 All other bids will be proportionately scored below 10% using the following formula:

$$\text{Price Score} = \frac{\text{Lowest Amount}}{\text{Tenderer's Amount}} \times 10 \text{ (Maximum available marks)}$$

Overall Evaluation

- 6.13 The Quality Score will be added to the Price Score to determine the final score for each Tenderer.

Final Decision to Award

- 6.14 Following evaluation of the RFQ in accordance with the evaluation process set out in this RFQ, the Bidder, who is scored the highest, will be awarded the contract.
- 6.15 In the event of a tie – the Council will seek a Best and Final Offer from those in the Tie position. This process allows for suppliers to offer a better Price to their original Price.

Appendix 1

Insurance Compliance Check

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	
<ul style="list-style-type: none">▪ Employer's (Compulsory) Liability Insurance = £5,000,000 any one occurrence on a non-aggregated basis. <i>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i>	(Delete as necessary) Yes/ No
<ul style="list-style-type: none">▪ Public Liability Insurance = £5,000,000 any one occurrence on a non-aggregated basis.	Yes/ No
<ul style="list-style-type: none">▪ Professional Indemnity Insurance = £1,000,000 <i>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i>	Yes/ No