



Environment, Roads & Facilities

Ysgol Eirias Development

Multi-Disciplinary Design Team

Volume 3

Scope & Pricing

EDED2405D

June 2026



G.B. Edwards BEng (Hons) CEng FICE
Head of Environment, Roads & Facilities,
PO Box 1,
Colwyn Bay,
LL29 0GG

Tel. (01492) 575337

Issue and Revision Record

Document Title	EDED2405D, Volume 3, Multi-Disciplinary Design Team
Version	V1
Status	Tender Issue
Filename	EDED2405D – Volume 3 – Scope & Pricing V1.docx

Revision	Notes	Date
V1	Tender Issue	18/06/2026

	Initial	Name	Date
Prepared by	MC.	Michael Carter	21/05/2026
Checked by		David Harding-Smith	26/05/2026
Approved by		Michelle Tracey Brown	04/06/2026

CONTENTS

SCOPE	1
1. Introduction	1
2. Scope of works for the Multi-Disciplinary Design Team	1
3. RIBA Requirements	1
4. Skills.....	4
5. Project Timetable	4
6. Data to be supplied by the Client.....	4
PRICING.....	5
1. Submitted Prices.....	5
2. Work Outside Normal Working Hours	5
3. Expenses and Disbursements	5
4. Completion of Pricing Document – Activity Schedule	5
5. Completion of Pricing Document – Hourly Rates	5
6. Activity Schedule	7
Form of Tender.....	8
Form of Agreement.....	9
Freedom of Information Declaration.....	11
Anti-Collusion Certificate	12
Certificate of Good Standing.....	14

SCOPE

1. Introduction

Conwy County Borough Council (CCBC) is seeking to procure a Multi-Disciplinary Design Team to develop a building design through RIBA Work Stages 1-4, provide input during RIBA Stages 5 & 6 and undertake duties which can secure Client Design Sign Off, Planning Consent, SAB Consent and Building Regulations Approval.

Ysgol Eirias is a mature campus with multiple standalone buildings of varying age. The project scope requires the development of a design which supports the demolition and replacement of Block A with a new building which can be integrated into the estate.

Prior to this Appointment, the Client has appointed an MEP Consultant to investigate and establish how to demolish Block A without impacting the continued use of the remaining buildings. This report and drawings are appended to the tender.

2. Scope of works for the Multi-Disciplinary Design Team

- Perform all design duties within RIBA Stages 1 – 4.
- Provide input into RIBA Stages 5 & 6.
- Manage Multidisciplinary Design Team appointed under the NEC4 Professional Service Contract (PSC)
- Establish relationships with key stakeholders and obtain necessary consents
- Undertake the role of Principal Designer
- Report to the Client regularly and ensure the Client is aware of key issues and developments.
- Establish effective communication systems and meeting regimes across client, design and construction teams; attend/ chair meetings and ensure accurate records.
- Prepare / maintain a Pre Construction programme for the whole project.
- Provide periodic and monthly reports covering statutory approvals, design, costs/feasibility, programme/progress, decisions made/required, quality, risk and forward look.
- Coordinate preparation of tender information and construction documents.
- Produce Pre Tender Estimates and manage design to budget.
- Produce Bill of Quantities to support contractor tender.

3. RIBA Requirements

Stage 1 – Preparation and Briefing

Stage Outcome: at the end of the stage.

Project Brief approved by the client and project can be accommodated on site

Core Tasks: Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Sustainability

Prepare Project Brief including Spatial Requirements, Undertake Feasibility Studies, Review Site Information including Site Surveys, Procure Asbestos (Refurbishment and Demolition) Survey at interface of new and existing building.

Core Statutory Processes: Planning Building Regulations, Health and Safety (CDM)

Obtain pre-app Planning Advice Initiate collation of health and safety Pre-construction Information.

Information Exchanges: at the end of the stage.

Project Brief, Site Information, Information Requirements

Stage 2 – Concept Design

Stage Outcome: at the end of the stage

Architectural Concept approved by the client and aligned to the Project Brief The brief remains “live” during Stage 2 and is derogated in response to the Architectural Concept.

Core Tasks during the stage Project Strategies might include: – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Prepare Architectural Concept incorporating Strategic Engineering requirements and aligned to Cost Plan, Project Strategies and Outline Specification Agree Project Brief, Derogations Undertake Design Reviews with client and Project Stakeholders Prepare stage Design, Programme

Core Statutory Processes during the stage: Planning Building Regulations Health and Safety (CDM)

Obtain pre-application Planning Advice Agree route to Building Regulations compliance. Submit outline Planning Application.

Procurement Route: Traditional Contract

Information Exchanges: at the end of the stage

Project Brief Derogations, Signed off Stage Report, Project Strategies, Outline Specification, Cost Plan.

Stage 3 – Spatial Coordination

Stage Outcome: at the end of the stage

Architectural and engineering information, Spatially Coordinated.

Core Tasks during the stage Project Strategies might include: – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Undertake Design Studies, Engineering Analysis and Cost Exercises to test Architectural Concept resulting in Spatially Coordinated design aligned to updated Cost Plan, Project Strategies and Outline. Specification Initiate Change Control Procedures, Prepare stage Design, Programme.

Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)

Review design against Building Regulations, Prepare and submit Planning Application See Planning Note for guidance on submitting a Planning Application earlier than at end of Stage 3.

Procurement Route: Traditional Contract

Information Exchanges: at the end of the stage

Signed off stage report, project Strategies, Updated Outline Specification, Updated Cost Plan,
Environment, Roads & Facilities
Infrastructure (Consultancy)

Planning Application

Stage 4 – Technical Design

Stage Outcome: at the end of the stage

All design information required to manufacture and construct the project completed Stage 4 will overlap with Stage 5 on most projects.

Core Tasks during the stage Project Strategies might include: – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Develop architectural and engineering technical design. Prepare and coordinate design team Building Systems information. Prepare and integrate specialist subcontractor Building Systems information. Prepare stage Design, Programme. Specialist subcontractor designs are prepared and reviewed during Stage 4.

Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)

Submit Building Regulations Application, Discharge pre-commencement Planning Conditions, Prepare Construction Phase Plan. Submit form F10 to HSE if applicable.

Procurement Route: Traditional Contract

Compilation of Tender information to feed into tender documents.

Information Exchanges: at the end of the stage

Manufacturing Information, Construction Information, Final Specifications, Residual Project Strategies, Building Regulations Application.

Stage 5 – Manufacturing and Construction

Stage Outcome: at the end of the stage

Manufacturing, construction and Commissioning completed. There is no design work in Stage 5 other than responding to Site Queries.

Core Tasks during the stage Project Strategies might include: – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Finalise Site Logistics, Manufacture Building Systems and construct building, Monitor progress against Construction Programme, Inspect Construction Quality, Resolve Site Queries as required, Undertake Commissioning of building, Prepare Building Manual. Building handover tasks bridge Stages 5 and 6 as set out in the Plan for Use Strategy.

Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)

Carry out Construction Phase Plan, Comply with Planning Conditions related to construction.

Procurement Route: Traditional Contract

Information Exchanges: at the end of the stage

Building Manual including Health and Safety File and Fire Safety Information, Practical Completion certificate including Defects List, Asset Information. If Verified Construction Information is required,

verification tasks must be defined.

Stage 6 – Handover

Stage Outcome: at the end of the stage

Building handed over, Aftercare initiated and Building Contract concluded.

Core Tasks during the stage Project Strategies might include: – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Hand over building in line with Plan for Use Strategy, Undertake review of Project Performance, Undertake seasonal Commissioning, Rectify defects, Complete initial Aftercare tasks including light touch Post Occupancy Evaluation. Building handover tasks bridge Stages 5 and 6 as set out in the Plan for Use Strategy.

Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)

Comply with Planning Conditions as required.

Procurement Route: Traditional Contract

Information Exchanges: at the end of the stage

Feedback on Project Performance, Final Certificate, Feedback from light touch Post Occupancy Evaluation.

4. Skills

The team shall possess exceptional design and technical expertise in the delivery of educational buildings, coupled with strong project management capabilities. They shall excel in stakeholder communication and display a meticulous attention to detail, fostering project success throughout the project life cycle.

5. Project Timetable

Date	Activity
24/07/2026	Contract award date.
04/08/2026	Contract commencement date.
22/02/2027	Contract completion date.

6. Data to be supplied by the Client

The Client provides the following data and information as part of this contract package:

- Pre Construction Programme.
- Block A Mechanical & Electrical Demolition Drawings and Report

PRICING

1. Submitted Prices

The Prices submitted in this Pricing Document shall be deemed to be the full inclusive lump sum value of the Services covered, including but not limited to the following, and any costs in connection therewith, unless expressly stated otherwise:

- Labour (including for example such costs as: overtime, standby payments, subsistence, insurance, pensions, accommodation, profit etc.)
- Establishment charges, administration costs, overheads, cost of postage, telephone, fax etc; costs of any design documents, Eurocodes, British Standards and Codes of Practice etc; and profit.
- Computer hardware and software.
- Small tools and equipment.
- Administration, supervision and liaison with Sub-Consultants.
- The handover of all databases, drawings, design calculations, reports and the like, required under the Contract, consequent upon any service(s) provided under the Contract.
- Management of the Contract.
- Compliance with the covenants and other obligations in the Conditions and any other Contract Documents.
- Costs of completing activities and discussions with the Client prior to the issuing of orders signed by the Client.
- Attendance at meetings with the Client including travel expenses and disbursements.

2. Work Outside Normal Working Hours

There shall be no enhanced payments for working either during or outside normal office hours, regardless of the method of payment.

3. Expenses and Disbursements

Expenses and disbursements shall not be payable separately under the Contract and must be allowed for within the Consultant's tendered lump sum prices.

4. Completion of Pricing Document – Activity Schedule

The Activity Schedule on the following page shall be used by the Consultant to submit lump sum prices for Services associated with the Contract. The Activity Schedule lists the core requirements of the works as identified by the Client. Consultants are free to supplement the core requirements with further priced activities or sub-activities they envisage, based on their specialist knowledge, understanding of the task and experience, will be required to ensure successful delivery of the Contract.

For the purposes of tender appraisal the prices submitted against all activities shall be totalled to provide a single total lump sum value for use in comparison with the estimated cost. This procedure is detailed further within Section 6 – Selection of Consultant.

5. Completion of Pricing Document – Hourly Rates

In addition to the prices submitted against the Activity Schedule, Consultants are requested to provide hourly rates for each team member who is envisaged shall work on the Contract. The submitted hourly rates shall not form a part of the tender appraisal for this Contract; however shall

be submitted by the Consultants in order that, should additional work beyond the scope of the Contract be required (which the Client may consider commissioning on a time charge basis), agreed time charge rates are in place. The time charge rates shall be value tested by the Client against similar rates forming part of the Environment, Roads & Facilities existing Consultancy Framework Agreement before any time charge works are commissioned by the Client using the submitted time charge rates.

Form of Tender

**Conwy County Borough Council
Environment, Roads and Facilities**

**Form of Tender
For**

**Ysgol Eirias Development
Multi-Disciplinary Design Team**

Conwy County Borough Council
Environment, Roads and Facilities
Coed Pella
Conway Road
Colwyn Bay,
LL29 7AZ

Dear Sirs,

I/We the undersigned do hereby undertake and agree to execute and complete the Works in accordance with the Tender Documents, Conditions of Contract and good industry practice for the following:

£..... Exclusive of VAT
(.....pounds and
.....pence)

I/We confirm that the works will be undertaken in accordance with the dates included in the tender documents unless otherwise agreed by the parties.

I/We confirm that should computation errors be discovered in this offer before acceptance, I/We confirm or withdraw this offer.

I/We confirm that the amount of this offer has not been communicated or adjusted by agreement or otherwise with any person or persons.

I/We confirm that this offer will remain open for acceptance for a period of 3 months from the date of this offer.

As WITNESS

My/Our hand, thisday of20.....

Signed by:.....

For and on behalf of:

Name.....

Address.....

Form of Agreement

**Conwy County Borough Council
Environment, Roads and Facilities**

Form of Agreement

For

**Ysgol Eirias Development
Multi-Disciplinary Design Team**

This AGREEMENT is made on theday of
.....20.....

BETWEEN:

.....
of: **Conwy County Borough Council** whose registered offices are at Coed Pella, Conway Road,
Colwyn Bay, LL29 7AZ
(hereinafter called "the *Client*")

and:

.....
of:whose registered office is at
.....
(hereinafter called "the *Consultant*")

Registration Number

.....

The *Client* wishes to have the following works provided

Ysgol Eirias Development

The *Consultant* will provide the *works* in accordance with the *conditions of contract* identified in the Contract Data.

1. The *Client* will pay the *Consultant* the amount due and carry out duties in accordance with the *conditions of contract* identified in the Contact Data.
2. The documents forming part of this agreement are:
 - the *Consultant's* quotation
 - the Contract Data – Part 1
 - the Contract Data – Part 2
 - the *conditions of contract*
 - the Scope
 - the Supporting Information
 - the priced Activity Schedule

(Form of Agreement continued overleaf)

**Conwy County Borough Council
Environment, Roads and Facilities**

Form of Agreement (Continued)

For

**Ysgol Eirias Development
Multi-Disciplinary Design Team**

IN WITNESS whereof the parties hereto have caused this agreement to be executed the day and year first above written. EXECUTED AS A DEED by applying the Common Seal of Conwy County Borough Council (*the Client*), attested by

.....(signed)

.....(Head of Law and Governance)

EXECUTED AS A DEED BY

.....(signed)

.....(Name of Director)

.....(signed)

.....(Name of Director/ Company Secretary)

Freedom of Information Declaration

**Conwy County Borough Council
Environment, Roads and Facilities**

**Ysgol Eirias Development
Multi-Disciplinary Design Team**

Freedom of Information Act 2000 Declaration

The Freedom of Information Act 2000 applies to all the activities of Conwy County Borough Council (CCBC).

As a supplier of goods and services to CCBC, you should be aware of CCBC's obligations and responsibilities under the Freedom of Information Act 2000 to provide on request access to recorded information held by it. One of the consequences of those new statutory responsibilities is that information CCBC holds about your organisation may be subject to disclosure in response to a request, unless CCBC decides that one of the various statutory exemptions applies.

Where you provide any information to CCBC that you regard as confidential and / or commercially sensitive then you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and reason why should be given.

CCBC cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

In certain circumstances where information has not been provided in confidence, CCBC may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to CCBC.

NOTE: Detailed cost information within the pricing document is considered to be of commercial interest and will not be disclosed.

If you require any advice on what the Freedom of Information Act 2000 involves, please contact the Information Governance Unit on 01492 577215, E-mail: info-gov.unit@conwy.gov.uk.

List below any items you consider confidential or commercially sensitive:

Signed by:.....

For and on behalf of:

Name.....

Address.....

Date:.....

Anti-Collusion Certificate

**Conwy County Borough Council
Environment, Roads and Facilities**

**Ysgol Eirias Development
Multi-Disciplinary Design Team**

Anti-Collusion Certificate

I/We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement with any other person. I/We also certify that we have not and I/We undertake that we will not before the award of any contract for the work:

(i) disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/We are a part) nor to any sub-consultant (whether nominated or domestic or howsoever appointed) nor supplier (whether nominated or domestic or howsoever appointed) or any other person to whom such disclosure could have the effect of preventing, restricting or distorting competition in this tendering exercise;

(ii) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;

(iii) otherwise collude with any person with the intent of preventing, restricting or distorting competition;

(iv) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or thing of the sort described at (i), (ii) or (iii) above.

I/We further declare that I/We have no knowledge either of the sum quoted or of any other particulars of any other tender for this work by any other party.

I/We further certify that the principles described above have been, or will be, brought to the attention of all sub-Consultants, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-consultants, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

I/We acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to criminal or civil action.

Conwy County Borough Council shall treat any tender received in confidence but reserves the right to make same available to any relevant Department of the Council, other Local Authority Trading Standards Department, the Director General of Fair Trading, and/or any other statutory regulatory authority either having jurisdiction over the work or who may now or at any time in the future have statutory power to require disclosure of this tender.

In this certificate, the word 'person' includes a body of persons corporate or unincorporated and any undertaking for the purposes of The Competition Act 1998; any agreement includes any

(Anti-Collusion Certificate continued overleaf)

**Conwy County Borough Council
Environment, Roads and Facilities**

**Ysgol Eirias Development
Multi-Disciplinary Design Team**

Anti-Collusion Certificate (Continued)

transactions, formal or informal and whether legally binding or not; and the 'work' means the work or goods or services in relation to which this tender is made.

Signature.....

capacity of.....

Date.....

(Capitals) (E.g. Director, Secretary etc.)

Duly authorised to sign tenders and acknowledge the contents of the anti-collusion certificate for and on

behalf of:- (Name of firm)

Full postal address

.....

.....Post Code.....

Signed by

For and on behalf of:

Certificate of Good Standing

Declaration

In this certificate, any reference to person or persons shall mean and include businesses, associations or corporations and any reference to arrangements or agreements shall mean any and all transactions, formal or informal, lawful or otherwise.

I / We certify that:

1. We have not been convicted of nor are currently under investigation for any acts of conspiracy, corruption, bribery, fraud, money laundering, such acts as defined by the relevant UK law, nor any other offence within the meaning of Article 45(1) of the Public Sector Directive.
2. We are not bankrupt nor have had a receiving order or administration order or bankruptcy restrictions order made against us nor are in the process of or about to commence any composition or arrangement with or for the benefit of our creditors or, if registered as a partnership under Scots law have not been granted a trust deed or is subject of a petition for sequestration of our estate.
3. We have not, nor are about to, be subject of a resolution or order for winding up, nor have has a receiver, manager or administrator.
4. We have not been convicted of a criminal offence relating to the conduct of our business or (being an individual) not been guilty of grave misconduct in the course of its business.
5. We have fulfilled our obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and/or the United Kingdom.
6. We have not been found guilty of serious misrepresentation in providing any information under Section 57 to 60 of the Procurement Act 2023 (as amended) within the last three (3) years.
7. We have not suffered a deduction for liquidated or ascertained damages in respect of any contract nor had a contract cancelled, or not renewed, for failure to perform nor been the subject of a claim (contractual or otherwise) based upon a failure of quality in design, work, materials or services within the last three years.
8. None of the senior personnel of the organisation have been involved (in a similar position) in any company which has gone into insolvent liquidation, voluntary arrangement, receivership or administration or been declared bankrupt.
9. We comply with the requirements of the Equalities Act 2010.

I / We confirm and attest that the foregoing information and declarations are accurate to the best of my / our knowledge and that I / We acknowledge and accept that any false information could result in our application being rejected, or, in the event that any false declaration is discovered after the award of any contract, may lead to the rescission of any contract awarded.

Dated.....

Signature.....

Name (printed).....

Capacity / Title.....

For and on behalf of