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## Build Contractor for The Hold – Invitation to Tender

Tender Reference Number	Ref 16-0081
Tender Title	Ipswich – The Hold
Date Issued	27 <sup>th</sup> September 2017
Clarifications accepted until	17/10/2017 - 5pm
Clarifications responded by	19/10/2017 - 5pm
Closing time / date of further competition	27/10/2017 12 noon
Tenders should be returned	By email to <a href="mailto:tenders@concertus.co.uk">tenders@concertus.co.uk</a> .
How to return a tender or raise a tender clarification	By email to <a href="mailto:tenderqueries@concertus.co.uk">tenderqueries@concertus.co.uk</a> .

Suffolk County Council (“the Council” “we” or “us”) is inviting bids for construction works as defined in the Project Information documentation below.

This Invitation document explains the Council’s requirements, what you must do to complete this bid and how we will evaluate your response.

Please read this document and all attachments carefully and follow the instructions. These contain details of the information you must submit to us in order for your bid to be considered.

Tenderers are requested to note the following information;

From the 1<sup>st</sup> April 2013, Suffolk County Council appointed Concertus, a wholly owned company of the council, as its procurement agent. Concertus are hereby authorised to act as procurement agent on behalf of the council in the following matters:

- Tendering and awarding contracts for design and property services as requested by the council.
- The delivery of those contracts, including but not limited to day to day performance management and negotiations in compliance with the requirements of the Public Contracts Regulations 2006.
- Representation of the council’s procurement interests in negotiations with suppliers.

**\*For clarity, the Invitation to Tender (ITT) is the set of instructions / information in this document including the specification and quality statement, any design documentation listed and the prelims/pricing documents contained within this tender pack**

### Project Information

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Specific information is set out in the table at the end of this document.

### Contract Conditions

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This tender exercise is being conducted under Suffolk County Council’s 2015 Construction Framework Contract in order to award the project to a construction provider within the appropriate financial band. Suffolk County Council reserves the right to proceed with none, any or all projects and cancel/omit any stages. Bidders will be notified with reasons where appropriate.

The contents of this Further Competition Invitation to Tender ("ITT") and of any other documentation sent to you in respect of this procurement process, remain the property of the Council and must be treated as confidential. You must not undertake communications with any part of the media in relation to the Contract or this procurement process without the prior written agreement of the Council.

The Council does not bind itself to accept the lowest or any tender and may accept either all or any part of a tender or more than one tender. Where the pricing of a Tender is abnormally low or high the Council reserves the right to reject the Tender in accordance with the requirements for further investigation under the Public Contracts Regulations 2015.

## Freedom of Information

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Suffolk County Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA"). The Council may therefore be obliged to disclose information forming part of your bid or contract to anyone who makes a request. The County Council may also publish information given to it by you in the Council's publication scheme, as required by FOIA. If you consider that any of the information submitted during this procurement process is exempt from disclosure under FOIA, then you must make it clear in writing at the time the information is supplied to the County Council together with an explanation of why it is considered that the exemption applies.

## Transparency Agenda

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Bidders are advised that from 1 August 2012, the County Council is required to publish 'in-full', all new tenders / contracts and all expenditure details where expenditure is greater than £250.00. In responding to this invitation, the bidder acknowledges that in the event of their bid being accepted by the Council, the resulting contract may be published on-line by the Council (and open for public view). Only limited exceptions to this will apply where non-disclosure is, in the Council's view, justified in order to ensure compliance with the law, for example, the Data Protection Act 1998.

## Submission Required

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Bidders are to submit:

- Priced bid
  - Your Total Price must be typed into the **Pricing and Preliminaries Template which must be included within the "packed" zip file of your submission and e-mailed to [tenders@concertus.co.uk](mailto:tenders@concertus.co.uk). Please note that the Pricing document is to be included within the zip file. See attached guides for instructions on how to "pack" the zip file and upload.**
- Project Specific Quality Statement
  - Your responses to our **Evaluation Criteria** must be included in the "packed" zip file of your submission and emailed to [tenders@concertus.co.uk](mailto:tenders@concertus.co.uk). These responses must not exceed the permitted page lengths included in the Quality Questions below. Permitted appendices, where allowed within the Quality Questions can be attached within your response. Also see attached Scoring Guide.

## Priced Bids

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The pricing document template is to be returned to support the figure indicated on the collection page. These documents should form part of your zip file submission (described above). Tenders must exclude VAT.

The cost of preliminaries is to be based on the contract duration periods stated. To ensure consistency in submission costs, preliminaries are to be itemised on the template provided.

You are reminded that any uplift in prelims, overheads and profit against those submitted at Framework Contract CD0540 Award stage will only be accepted with due justification. Please ensure a thorough explanation of your increased submission is included where relevant. No justification or any unacceptable reasons may render your submission as non-compliant.

If there are any proposed amendments to the conditions of contract, these are to be requested before “clarifications accepted until” date above and agreed otherwise conditions of contract will be considered to be acceptable. These requests must be submitted in the same way as all other clarifications.

## **Quality Submission**

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Your Project Specific Quality Submission will consist of your responses to the Evaluation Criteria and any relevant appendices.

Your total response must be limited to the sizes stated below with the relevant questions and submitted as described above in one “packed” zip file as described elsewhere in this invitation to tender.

Appendices will only be permitted for programme charts, site photographs and drawings and in accordance with instructions contained in this tender documentation.

Responses must be specific to the project being considered.

## **Evaluation percentages and quality submissions**

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The Quality Submissions required are set out below:

### **1. Value for Money**

#### **a. Pricing (50%)**

This is the priced bid as above. Please note that a compliant bid will only be evaluated based on a 68-week programme.

#### **b. Cost Plan (10%)**

Review the PQS benchmark cost plan and provide constructive comments on both its accuracy and where Improvements can be made to reduce costs. Comments should be based upon experience on similar projects completed within the last 3 years and include comparison cost per M<sup>2</sup> and highlight particular elements of concern. (Maximum length: 2 sides A4 in Arial font 11 + 1 A4 appendix per cost plan)

### **2. Project Delivery (15%)**

Please explain your proposed approach to project delivery providing evidence of how this approach has been implemented on projects of a similar scale and nature completed in the past 5 years. Your answer should provide evidence to demonstrate the following;



- How your proposed approach adds value;
- How lessons learnt from previous projects will improve delivery;
- Mitigation of impact on the University and adjacent businesses throughout the project;
- Consideration and management of the confined site and its congested location in the centre of Ipswich;
- Relevant experience by way of 3 case studies stating project value, form of Contract, construction programme, details of key personnel involved, details of delivery under Considerate Contractors Scheme including details of the score and rating achieved.

Note - Your response should be a maximum of two sides of A4 and in Arial font 11, one side of A3 for site set up plan and one side of A4 in Arial font 11 for each case study. Any part of your response which exceeds the page limit will not be considered for evaluation.

### **3. Project Team (4%)**

Please provide details of your proposed team who will deliver the project. Your answer should include the following;

- Proposed team structure. Please provide an organogram demonstrating key relationships;
- The main point of contact for project delivery;
- Key staff who will be involved in undertaking the project should be identified together with a profile of their professional background and experience, including a description of relevant projects.

Note - Your response should be a maximum of one side of A4 in Arial font 11, with one side of A4 for organogram and two A4 sheets for team profiles. Any part of your response which exceeds the page limit will not be considered for evaluation. **Please do not include photographs of your team in the response.**

### **4. Programme (10%)**

With reference to the Strategic Programme provided, and the construction period of 68 weeks, please comment upon the overall timescale and the pre-construction and construction periods. An alternative programme may be submitted to support your comments, however the prelims compliant with a 68-week programme only will be evaluated. These comments should be evidence-based and drawn from experience on comparable projects completed within the last 3 years.

Note - Your response should be a maximum of one side of A4 in Arial font 11, one A3 compliant programme to 68 weeks and one alternative programme (both in a readable format at 100% on screen and when printed to a maximum size of A3). Any part of your response which exceeds the page limit will not be considered for evaluation.

### **5. Social Value (7%)**

Please provide detail on social value benefits you will deliver under this contract, your response should include all community benefits you will provide including your approach to developing and maintaining skills.

You should support your response with evidence from completed projects in the past 3 years of a similar nature and scale.

Note – Your response should be a maximum of one side of A4 in Arial font 11, any part of your response which exceeds the page limit will not be considered for evaluation.

## **6. Supply Chain Management (4%)**

Provide your proposed approach on how you will perform pre-contract assessment of your potential key supply chain/sub-contractors, competitive process and their appointment, management and delivery for this specific project. Please provide evidence to demonstrate successful appointment and delivery from your supply chain/sub-contractors for relevant projects completed in the last 3 years.

Note – Your response should be a maximum of 2 sides of A4 in Arial font 11, any part of your response which exceeds the page limit will not be considered for evaluation.

## **7. Interview**

Each contractor will be invited to an interview on 14 November 2017. This will be held at Concertus Offices, 2 Friars Bridge Road, Ipswich, IP1 2RR.

The provisional programme is set out below but this is subject to change at short notice. Please ensure you reserve the day for attendance at any time between 8.30am and 6pm:

Each contractor may provide up to 5 attendees and these MUST include Pre-construction Manager, Regional Contracts Manager and proposed Site Manager who will be responsible for working on this project. Names of attendees and their position to be advised via [tenderqueries@concertus.co.uk](mailto:tenderqueries@concertus.co.uk) by 11.00am, 10 November 2017.

Each interview session will be a maximum of 1 hour, with a maximum of 10 minutes for each question allowed on each question. Each question will be timed and a 2-minute warning will be given before the end of each question.

**No presentations or additional written information will be required or be provided at this interview session.**

## **Format of submission**

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Your submission must be sent electronically via email to [tenders@concertus.co.uk](mailto:tenders@concertus.co.uk) to arrive before the closing time and date of this further competition. Please allow plenty of time for uploading ALL documentation relating to your submission. No late or incomplete submissions will be accepted. For transmission problems, please contact [tenderqueries@concertus.co.uk](mailto:tenderqueries@concertus.co.uk).

## **Evaluation and Award Criteria**

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Your written tender responses will be evaluated on the following basis:

- 1. Value for Money**
  - a. Pricing (50%)**
  - b. Cost Plan (10%)**
- 2. Project Delivery (15%)**
- 3. Project Team (4%)**

**4. Programme (10%)**

**5. Social Value (7%)**

**6. Supply Chain Management (4%)**

**7. Interview – No specific marks will be awarded for this as its purpose is to clarify items submitted in your responses with marks allocated as above.**

The priced bid will be closely examined by the project Quantity Surveyor to ensure that all tenders are submitted on a realistic and comparable basis.

## Price Evaluation

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Your pricing submission will be marked on the following basis:

The lowest tender figure will receive the maximum percentage score available. The percentage score for remaining bidders will be calculated using the following formula:

Percentage Awarded = (50%) x (Lowest tender figure/your tender figure)

A	50%	£8,000,000	50%
B	50%	£8,500,000	47.06%
C	50%	£8,750,000	45.71%
D	50%	£8,790,000	45.51%

PLEASE NOTE: Values shown in these examples are purely for illustrative purposes, and should not be taken as indicative of the sorts of values that the Council anticipates will be tendered.

## Quality Evaluation

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The project specific quality submission will be evaluated by a panel of at least 4 people likely to include Client representatives, Project Manager and Design Lead. The panel will be chaired by a representative from Concertus acting as Procurement Agent. To ensure consistency, a mediation group may also be involved. Submissions on each section will be scored in the range zero to 5 using the following broad criteria:

0	Failed to answer question
1	Poor
2	Acceptable
3	Good
4	Excellent

## Queries

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You may ask questions to clarify your understanding of this document, our Specification, the Conditions of Contract or the tender process. Your questions must be submitted to us no later than the "Clarifications Accepted To" date shown at the beginning of this document. We reserve the right to issue a copy of our response to all bidders where we consider it is appropriate to do so to ensure all bidders are treated equally.

Concertus can only accept clarification questions by email to [tenderqueries@concertus.co.uk](mailto:tenderqueries@concertus.co.uk).

## Submission

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**Please provide your submission in PDF or Office 97-2003 version formats as others may result in your submission not being easily accessed by SCC software**

For assistance please contact [tenderqueries@concertus.co.uk](mailto:tenderqueries@concertus.co.uk).

### TO DECLINE THE INVITATION

If your organisation decides to decline the invitation to bid for this further competition, you must advise Suffolk County Council of your decision and reasons for non-submission. This must be done via e-mail to [tenderqueries@concertus.co.uk](mailto:tenderqueries@concertus.co.uk) before the further competition closes.

### FORM OF TENDER AND DECLARATIONS

**To: The Council**

#### Form of Tender

**By submitting your tender electronically, you hereby agree to the following;**

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all respects to fulfill the requirements of the Conditions of Tender and the unexecuted Contract;

I/We Hereby offer, subject to the Conditions of Tender to provide in accordance with the terms and conditions (including the provision of modification) of the unexecuted Contract and Service therein specified and in accordance with the prices set out in the Pricing Schedule all prices being fixed (subject to the terms of the Contract) for the first year of the Contract Period and thereafter during the Contract Period at the price ascertained under the terms of the unexecuted Contract.

Unless and until the formal written agreement referred to above is executed, this Tender, together with your written acceptance thereof will form a binding agreement between us in terms of the Tender Documents and where there is a discrepancy or difference between the Tender and the (other) Tender Documents the latter will prevail.

#### Declaration

**By submitting your tender electronically, you are also confirming your compliance with statutory and policy requirements of Suffolk County Council as per the Contract Terms and Specification attached and are therefore making the following Declaration.**

I/We declare 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 by or under or in accordance with any agreement with any other person.

I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts;

Communication to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tenders;

Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.

Offering or paying or giving or agreeing to pay or give any sum of money 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 said work any act or thing of the sort described above.

I/We agree that the terms of the above declaration will form part of any contract with the County Council it's servant or agent resulting from the acceptance of my/our tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling the Council it's servant or agent to determine forthwith or to take advantage of any provision in that Contract entitling the Council it's servant or agent to determine my/our employment under this Contract.

## Project Information

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**Project No: 16-0081 – Project: Ipswich – The Hold**

**Date 27/09/2017**

**The Hold** is to provide a unique heritage facility which combines state-of-the-art storage and public access facilities for the archive and local studies collections held by Suffolk Records Office (SRO), the archives, reference materials, and sensitive finds held by the Suffolk County Council Archaeology Service and higher education teaching spaces.

It will include conservation, digitisation, ICT, teaching and learning facilities as well as office space, search rooms for visitors to consult material, and a café and exhibition area.

The teaching facilities will include two seminar rooms and a 200-seat tiered auditorium for higher education teaching (and SRO and community use outside of core university teaching hours). Above all, the building will provide a highly visible and accessible focus for heritage activity in the county.

In July 2015, Suffolk County Council's Cabinet agreed to invest £5 million in the project but further funding needed to be secured from external sources. The University of Suffolk, already providing the land for the centre, agreed in principle to invest £1 million. An application to the Heritage Lottery Fund (HLF) was submitted in December 2015 and in May 2016 the application received initial support from the HLF together with a development grant of £538,000 to take the proposals forward to make an HLF Stage 2 application.

Please refer to [http://www.suffolkarchives.co.uk/the\\_hold/](http://www.suffolkarchives.co.uk/the_hold/) for further information on the scheme.

The project was submitted for full planning permission to Suffolk County Council on Tuesday the 26<sup>th</sup> September 2017. **Planning Reference PP-06398860**

Website <https://secure.suffolkcc.gov.uk/ePlanning/searchPageLoad.do>

### **Main Contractor - Contract Information**

Project details are as Contract Preliminaries document

**DOCUMENT – 16-0081 Ipswich The Hold – Stage 1 Preliminaries 20170925**

The Project particulars are detailed in Preliminaries clauses A10/110 and A10/215
<b>Project Programme/ Planned Dates</b> <ol style="list-style-type: none"> <li>1. 16-0081 The Hold – Procurement Programme v1.3</li> <li>2. 16-0081 Ipswich The Hold – Records and Archives Office - Risk Log 26.09.17</li> </ol>
<b>Adjacent construction projects</b> Not Applicable.
<b>Design</b> <ol style="list-style-type: none"> <li>3. 16-0081 The Hold - Design and Access Statements</li> <li>4. 16-0081 – Ipswich – The Hold – Public Procurement Social Value Document (1.1)</li> </ol>
<b>Contract and benchmark figure</b> JCT Design & Build 2016 and Client Amendments. <ol style="list-style-type: none"> <li>5. 16-0081 Ipswich The Hold - JCT D&amp;B 2016(V3)</li> <li>6. 16-0081 Ipswich The Hold – Concertus _JCT_DB2016_SoA (18129171_1)</li> <li>7. 16-0081 The Hold – Stage 12 Preliminaries 20170925</li> <li>8. 16-0081 PRS Unsigned Hold Design Team Contract</li> <li>9. 16-0081 Ipswich -The Hold – Schedule 2.9 Novation</li> </ol> <p>The approximate Construction Value is £11 million (excluding preliminaries, overheads &amp; profit, design development and fees).</p> <ol style="list-style-type: none"> <li>10. 16-0081 Ipswich The Hold - Stage 3 Base Line Cost Plan 170922</li> </ol> Pricing document <ol style="list-style-type: none"> <li>11. 16-0081 Ipswich The Hold – Mini Competition Template – Final 20170926</li> <li>12. 16-0081 The Hold Scoring Guide</li> </ol>
<b>Construction logistics</b> To be agreed
<b>Site visits</b> A Tender Briefing Meeting and Site Visit will take place on 03/10/2017

Tender meeting to be held at 4pm at the Waterfront Building, Neptune Quay, Ipswich IP4 1QJ followed by a site walk. Bidders are invited to bring a maximum of 3 people and their names and positions to be advised to [tenderqueries@concertus.co.uk](mailto:tenderqueries@concertus.co.uk) by 5pm, 29 September 2017. One parking space per contractor may be available and these should be requested with your confirmation of attendees at the site meeting.

### **Health and Safety**

Not applicable at this stage

### **Tender documents**

#### Existing Drawings

HLD\_250\_N\_01 Existing Ground Floor Plan 1:250 A1

HLD\_250\_N\_41 Existing Long Sections AA and BB 1:250 A1

HLD\_250\_N\_42 Existing Cross Sections CC and DD 1:250 A1

HLD\_250\_N\_61 Existing South and East Elevations 1:250 A1

HLD\_250\_N\_62 Existing North and West Elevations 1:250 A1

#### Location Plan

HLD\_1250\_A\_00 Rev A Proposed Location Plan 1:1250 A3

#### Proposed Drawings

HLD\_250\_A\_00 Proposed Ground Floor Plan 1:250 A1

HLD\_250\_A\_01 Proposed First Floor Plan 1:250 A1

HLD\_250\_A\_02 Proposed Upper Floor Plan 1:250 A1

HLD\_250\_A\_03 Proposed Loft Floor Plan 1:250 A1

HLD\_250\_A\_04 Proposed Roof Floor Plan 1:250 A1

HLD\_250\_A\_41 Proposed Long Sections AA and BB 1:250 A1

HLD\_250\_A\_42 Proposed Cross Sections CC and DD 1:250 A1

HLD\_250\_A\_61 Proposed South and East Elevations 1:250 A1

HLD\_250\_A\_62 Proposed North and West Elevations 1:250 A1

#### The Hold\_IS\_24\_Rev A Drawing Issue Sheet

16-0081 The Hold – Procurement Programme v1.3

16-0081 Ipswich The Hold – Records and Archives Office - Risk Log 26.09.17

16-0081 The Hold - Design and Access Statements

16-0081 – Ipswich – The Hold – Public Procurement Social Value Document (1.1)

16-0081 Ipswich The Hold - JCT D&B 2016(V3)

16-0081 Ipswich The Hold – Concertus \_JCT\_DB2016\_SoA (18129171\_1)

16-0081 The Hold – Stage 12 Preliminaries 20170925

16-0081 PRS Unsigned Hold Design Team Contract

16-0081 Ipswich -The Hold – Schedule 2.9 Novation

16-0081 Ipswich The Hold - Stage 3 Base Line Cost Plan 170922

16-0081 Ipswich The Hold – Mini Competition Template – Final 20170926

16-0081 The Hold Scoring Guide

**Site information:**

See Designer Preconstruction information