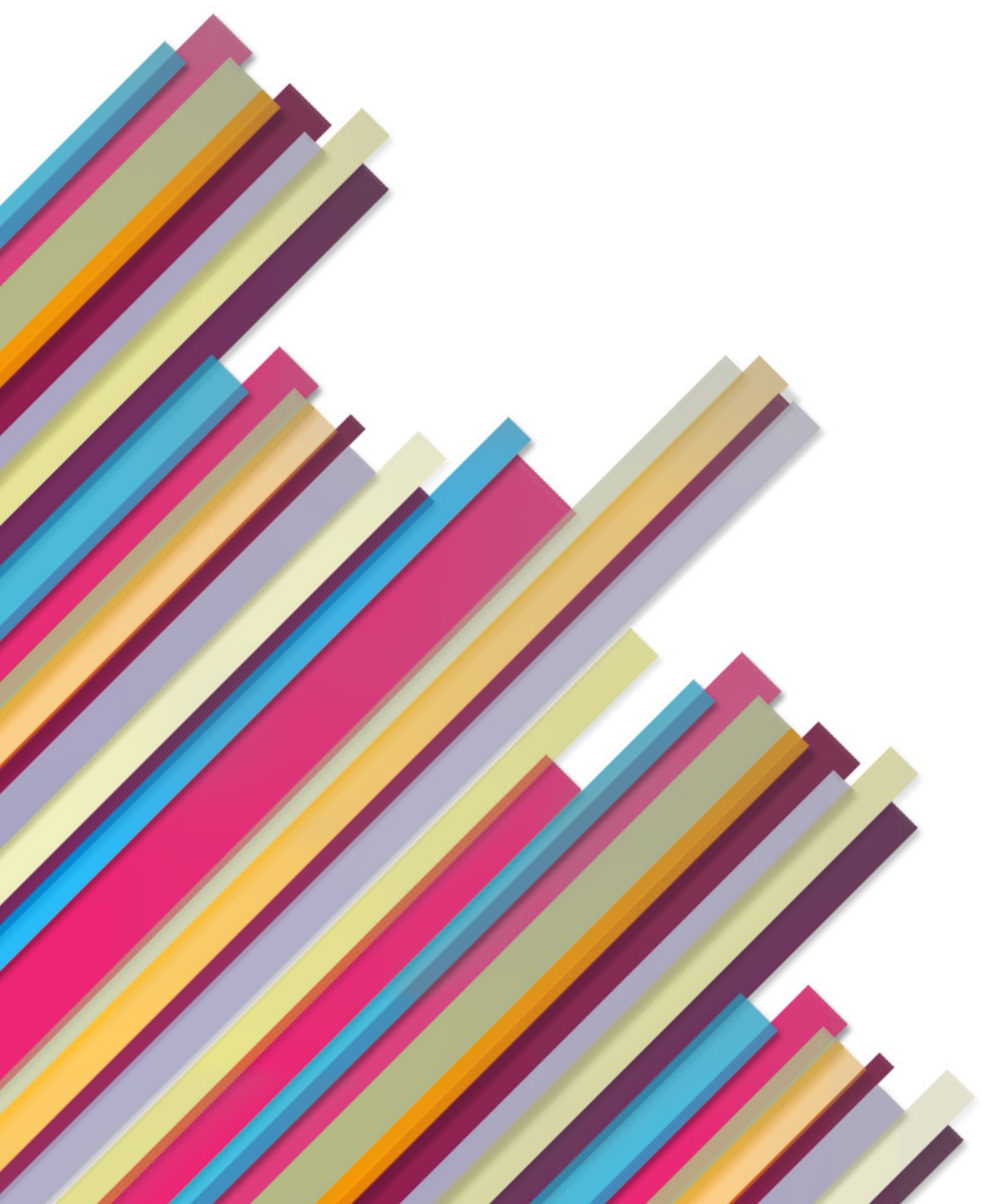


ABERDEEN CITY GARDEN PROJECT

EXPRESSION OF INTEREST

Version 3

Malcolm Reading Consultants / APRIL 2011



MALCOLM
READING
CONSULTANTS

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A green and vibrant heart: creating a new urban park for Aberdeen

The design competition to create a new heart for the site of Union Terrace Gardens and the Denburn Valley is an opportunity to shape the future – providing a more pleasing green setting in the city’s centre with a new dynamic which refreshes and delights citizens and visitors. In seeking a design for this central place, the very nub of city life, Aberdeen has the perfect metaphor for connectivity and its engagement with the larger world.

Aberdeen achieved a strikingly confident expression in the nineteenth century with some of the most impressive planned architecture and urban design in Scotland – a legacy of monuments and buildings of national interest and importance – a legacy of great Scottish philanthropists.

In the 21st century, the city has responded by devising a series of key strategic regeneration and improvement projects, including a major extension to Aberdeen Art Gallery, the redevelopment of the St Nicholas House site, the Upper Denburn Valley and the provision of public realm and street-scaping works to improve linkages in and around the city centre.

At the heart of the city centre regeneration is the £140 million City Garden Project.

The City Garden Project will create a vibrant new heart for Aberdeen city centre - a space which local people like, which they use to meet-up and pop through – just for the pleasure of it. A space which appeals to visitors as somewhere to take in the air, absorb different aspects of local culture and enjoy a fascinating skyline.

ACGT Enterprises Ltd is seeking a design-led team of exceptional quality capable of meeting these objectives and will run a two-stage design contest to attract the widest possible interest.

Aberdeen is poised on a threshold. Endowed with natural resources from the North Sea it has been regarded in recent times as Europe’s oil capital but now faces the challenge of reinventing itself, both to its immediate community and the wider international audience.

REQUIREMENTS

‘The City Garden Project Management Board’ represents a core public-private sector partnership led by the leader of Aberdeen City Council bringing together Aberdeen City Council, Aberdeen City and Shire Economic Futures (ACSEF), Aberdeen & Grampian Chamber of Commerce, Scottish Enterprise and the members from community organisations and the arts sector and the Wood Family Trust that has pledged £50m of the £55m charitable funds pledged to the project.

ACGT Enterprises Ltd, on behalf of the Project Management Board is coordinating the procurement of an expert team including urban designers, architects, engineers and landscape architects to produce an outstanding design. Malcolm Reading Consultants (MRC), an independent expert organiser of design competitions, will lead and administer a two-stage competition resulting in the selection of a winning team, who will be appointed to develop their design.

The two-stage contest comprises:

Stage 1 An international call for participation, an Expression of Interest (EOI), that is aimed at attracting technically competent and professional teams to register their interest in the project, as described in this document. A shortlist of five to seven of the best teams will be selected to move to Stage 2. Successful and unsuccessful teams will be contacted by MRC prior to the commencement of Stage 2.

Stage 2 The shortlisted teams will be asked to produce a concept design. A comprehensive brief will be issued to these teams, as well as detailed information about the site. There will be a specific format for submission and this stage may also require visits to projects completed by each of the shortlisted teams. A technical panel will review the entries and a final Jury will conduct interviews prior to a winner being announced. A public exhibition of the shortlisted teams will be held prior to the Jury meeting.

An honorarium of £7500 will be awarded to each of the unsuccessful teams following the selection of the winner.

SITE

The City Garden Project will develop a key part of central Aberdeen adjacent to the historic spine of Union Street. This site is currently part-occupied by Union Terrace Gardens (a pleasure park dating from the late 1870's similar to Edinburgh's Princes Street Gardens; both are overlooked by the city's main retail thoroughfare, historical buildings, bridged structures and bound by a railway line).

The main Aberdeen to Inverness railway line and the Denburn dual carriageway constructed in 1996 run north-to-south, parallel with each other and the Garden, with Belmont Street to the east. The entire site is six hectares.

The City Garden Project proposes to raise the under-used Union Terrace Gardens and cover over the unsightly Denburn dual carriageway and adjacent railway line. This creates an extraordinary new space connecting with the surrounding streets and the city's traditional retail thoroughfare, Union Street. The site is overlooked by prominent historical buildings to the north such as His Majesty's Theatre, St Mark's Church, Aberdeen Public Library, Triple Kirks and the Cowdray Hall. In addition, there are a number of Category A and B listed buildings facing the site from Union Terrace to the west and the rear of Belmont Street to the east.



Aerial view of Union Terrace Gardens, Aberdeen.

THE PROJECT

The objective is to transform this site and create a space that will provide a safe all-year-round garden and civic space for the people of Aberdeen. The garden should reflect the economic status and performance of the city and create **a vibrant new heart for the city** - a central destination that attracts local people and intrigues visitors, that opens up new vistas, new pathways and stimulates culture while also offering space for relaxation.

This “grand project” located in the heart of Aberdeen, has been mooted for a number of years including as far back as the Dobson, Chapman and Riley Granite City Plan of 1952, which proposed extending the Gardens to cover the Aberdeen to Inverness railway line.

The vision is to create an accessible space that will integrate the Union Street retail and business thoroughfare with the cultural heart of His Majesty’s Theatre and the existing Art Gallery whilst providing the context for a new contemporary arts centre. It could connect Union Terrace at street level to Belmont Street. In doing so there is an opportunity to create a new space combining 21st century design with inspiring landscape architecture that reflects Aberdeen’s success and its international status.

The City Garden Project represents a project of both regional and national significance. As Scotland’s third city, Aberdeen plays a vital role in the country’s economic performance. Arguably the most significant contribution to that economy comes from the international energy sector. To build on Aberdeen’s reputation and role as Europe’s energy capital, significant investment in the city’s infrastructure is vital.

PREPARATION STUDIES

A detailed technical feasibility for the project was commissioned by Scottish Enterprise in 2009. Halliday Fraser Munro carried out the work and reported in June 2009, providing the first ever detailed and accurate technical appraisal of the site and developed concepts to demonstrate the possible options for a new civic space and gardens.

This is still available as a public document:

<http://www.acsef.co.uk/infoPageMS.cfm?pageID=10&MSID=14>

The study was used to gauge public opinion about the project but the absence of a reference design was a fundamental flaw in the consultation. The consultation led by ACSEF asked if people supported the project or not – but the common perception was that the conceptual illustrations, based on the technical study, represented a final design. Many based their decision on not liking these images.

ACSEF recognised that public opinion is more or less evenly split and, while there was a lack of consensus in the consultation, there were some clear messages, including a desire for change.

The qualitative findings generated from the questionnaires, opinion poll, focus groups and exhibitions demonstrated that there is support for change, but change that incorporates key features; most notably green space, a safe and relaxing environment and a cultural centre. They also revealed that the present gardens are under-used and not accessible to all.

ANTICIPATED SCOPE

ACGT Enterprises Ltd are looking for a team to revitalise the gardens. The project will include:

- // Raising the inaccessible, under-used Union Terrace Gardens and cover over the unattractive Denburn dual carriageway and nearby railway line.
- // Street level access to green gardens designed and landscaped with trees, grass and plants for all seasons, animated with water and light features.
- // Use of the natural topography to follow the level changes from Union Terrace to Belmont Street with stepped and sweeping landscaping.
- // A natural amphitheatre to provide a civic space for major outdoor events, gatherings, festivals and concerts.
- // An inspirational building to house arts and cultural exhibitions, events and activities.
- // A cosmopolitan city centre café quarter.
- // A covered, all-weather concourse level providing access through the bus and railway stations, the Green and Union Square.

The overall aim is to make Aberdeen centre more attractive, greener, safer and better connected so that the city can attract and retain people, businesses and investment to secure jobs for future generations.

The detailed brief is currently being developed by MRC with ACGT Enterprises Ltd and other stakeholders. The brief will be made available to shortlisted teams.

There are a number of key themes which are important to the project:

- // Place-making
- // Culture / arts
- // Connectivity & inclusion
- // Landscape
- // Historic Environment
- // Sustainability

COMPETITION LAUNCHED

19 APRIL 2011

////////////////////////////////////

APR.

MAY

JUN.

JUL.

AUG.

SEP.

OCT.

NOV.

DEC.

COMPETITION LAUNCHED

◆ 19 APR.

EOI STAGE



DEADLINE FOR EOI

◆ 13 JUN.

EVALUATION



SHORTLIST INFORMED

◆ WEEK COMMENCING 18 JUL.

TENDER STAGE COMMENCES



DEADLINE FOR TENDERS

◆ 16 SEP.

EVALUATION



WINNING TEAM ANNOUNCED

MID DEC. ◆

SUBMISSION REQUIREMENTS

Competitors will be asked to produce the responses to section 1-3 as a bound A4 document.

1 // PQQ questions

Questions should be submitted electronically and in hard copy.

Format: A4, hard and electronic copy in PDF format. (To be completed by lead consultant only)

2 // Team members

Please provide one-page summary details of each of the principal consultant firms who will form part of your team. The team must include an urban designer, architect, structural, civil, and services engineering, landscape architect and a cost consultant. Please provide details of any other consultants who are vital to your design approach, and state who will be the lead for the team.

Format: One side of A4 for each discipline, hard and electronic copy in PDF format.

3 // Relevant projects

Please illustrate three projects carried out by your company during the past five years that demonstrate the character and expertise of your practice. You should identify:

- Client; name, email address, and contact number
- Date of project completion
- Members of the Design Team
- Anticipated and final budget
- Anticipated and final duration of the project
- Aspects of the design or design approach that are relevant, or showcase equivalent challenges, to the City Garden Project

If you are shortlisted, the clients for these three projects will be contacted for references and the Jury may visit the projects before the tender interviews. Illustrations and sketches should be used, as this is primarily intended to be a graphic response.

Format: Six sides of A3, hard and electronic copy in PDF format. →

4 // Professional capability

Illustrate your design process for one of the case study projects included in question three. Show early and late stages of the design process, including for example steps that were abandoned. A short text can be included to communicate your approach to the design. This part of the submission is intended to be predominately a graphic response.

SELECTION CRITERIA

The following selection criteria will be used to select a short-list:

- 1 // Ability to meet essential financial and business standards for the commission (15%).
- 2 // Technical and professional capability of the proposed team, including the communication of ideas, shown in the response to section four of the submission requirements (35%).
- 3 // Overall experience and examples of previous work, including the ability to deliver to specification, budget and programme (50%).

Please return seven hard copies and one electronic copy (either on a memory stick or CD) to:

**Aberdeen City Garden Competition
Malcolm Reading Consultants
45 – 46 Berners Street
London W1T 3NE**

Submissions must be sent securely in a single package, clearly marked:

Aberdeen City Garden Competition.

The closing date for submissions is 12pm, 13th June 2011.

COMPETITION NOTES

Only candidates who respond in accordance with the submission requirements may be considered. During the Expression of Interest stage, the City Garden Project Management Board, project team members or ACGT Enterprises Ltd personnel, its consultants and Jury members should not be contacted, as this may lead to disqualification from the competition.

Receipt of Expressions of Interest

Expressions of Interest will be received up to 12pm, 13th June 2011. Please ensure that your submission is delivered no later than the appointed time. ACGT Enterprises Ltd may not consider your submission if it is received after the deadline.

Questions

All enquiries relating to the competition should be addressed to Malcolm Reading Consultants, the independent competition organisers appointed to manage the process.

Questions should be emailed to: citygarden@malcolmreading.co.uk

A question and answer form will be compiled and uploaded to the website www.malcolmreading.co.uk/architecturalcompetitions/citygarden on a regular basis.

Permissions

ACGT Enterprises Ltd reserves the right to make use of all presentation materials submitted in any future publication about the competition, exhibition or website. Any use will be properly credited to the competitor and the competitor warrants that the material submitted comprises solely their own work or that of any member of a consortium submitting a PQQ response. This non-exclusive licence is irrevocable, shall survive the competitor's exit from the tendering process and is royalty-free.

Language

The official language of the competition is English. All entries must be in English including all additional information.

Financial data

Any financial data provided must be submitted in or converted into pounds sterling.

Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.

Insurance

ACGT Enterprises Ltd and Malcolm Reading Consultants will take reasonable steps to protect and care for entries but neither organisation will insure the proposals at any time. Competitors are urged to maintain a complete record of their full entry and to be able to make this available at any time should adverse circumstances require this.

Deviations

Only submissions that meet the basic criteria of entry will be considered. Information or supplementary material, unless specifically called for in subsequent communication, will not be considered by the assessors.

Amendments to the Expression of Interest

ACGT Enterprises Ltd may, at any time prior to the return date, amend the Expression of Interest, and any such amendments shall be notified to all competitors through Malcolm Reading Consultants. If ACGT Enterprises Ltd issues any circular letters to competitors during the Expression of Interest period to clarify the interpretation to be placed on part of the documents or to make any changes to them, such circular letters will form part of the Expression of Interest. Accordingly, competitors will have been deemed to take account of these in preparing their Expression of Interest. Any information given to any competitor by ACGT Enterprises Ltd subsequent to the release of these tender documents will be copied to the others in all cases, but confidentiality of any information given by a competitor will be maintained. Except for any notices of amendment issued on behalf of ACGT Enterprises Ltd, nothing shall be deemed to change or supplement the requirements set out in the requirements. Entries will not be returned.

Overseas competitors

Overseas competitors should note that, for Customs purposes, no commercial value should be assigned to any postal or courier documentation for the EOI. This may cause your submission to be delayed and returned to you unopened.

Site visits, photos and drawings

Competitors are of course welcome to visit the site but at this stage of the competition there will be no formal site visits. The drawings available for download as part of this EOI will be released in PDF format only.

Competition materials

All material which is submitted as part of your response to the EOI will be retained by ACGT Enterprises Ltd and will not be returned to participants.

PQQ

Submission requirements

ACGT Enterprises Ltd/the Client have authorised Malcolm Reading Consultants to issue the following pre-qualification questionnaire (PQQ) on their behalf as part of the tendering process for the City Garden Project.

Please answer all of the questions below. Failure to answer the questions may result in disqualification from the process. Please ensure that your submitted answers are in the order given below, with clear indications of any appendices/supplementary information.

Organisation Details

1	Organisation's Name
2	Address of registered office Address Telephone Fax E-Mail
3	i. Company Number or alternative EU registration number (if applicable) ii. Date of registration
4	Contact name for queries in connection with this questionnaire Name Position in organisation Address Telephone Fax E-Mail
5	Location of office likely to administer the contract (if different from above)
6	Status of organisation e.g. Public limited / Private limited / Private Sole Trader / Part of Corporate Group / Joint Venture / Partnership / Consortium / Other (please specify)
7	Provide full details of any parent, subsidiary or affiliated companies including name and registered office address
8	VAT Registration No.

9	Please provide a copy of your certificate of enrolment on the professional or trade register under the conditions laid down by the laws of the Member State in which you are established (for example the UK Register of Companies) and the number of years in business, or declaration of oath, or solemn declaration
10	Please provide details of the names and responsibilities of each of the Directors/Partners of your organisation
11	If your organisation is a company, please list the names of your majority stakeholders
12	Please provide details of any mergers and acquisitions in the last three years which have resulted in a significant change in the nature of your organisation's business
13	Does any employee or officer of your organisation currently have any personal or professional connection with the Client, or had any prior involvement with the Client which might preclude their eligibility for performing this contract? If so, please give details. [YES/NO]
14	If you are applying on behalf of a consortium, please: a. provide names, addresses and organisation details for each consortium member; b. identify roughly which part(s) of the contract each consortium member will deliver; and c. enclose a copy of the signed Consortium agreement.
15	It would be helpful if you would submit a brief history of your organisation. (Max. 300 words.)

16

ACGT Enterprises Ltd. will disqualify any supplier at this stage who

- a. is bankrupt or is being wound up, where his/her affairs are being administered by the court, where he/she has entered into an arrangement with creditors, where he/she has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
- b. Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- c. has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his/her professional conduct;
- d. has committed any act of grave professional misconduct;
- e. has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the UK;
- f. has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the UK;
- g. is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- h. has been the subject of a conviction for participation in a criminal organisation;
- i. has been the subject of a conviction for corruption;
- j. has been the subject of a conviction for fraud;
- k. has been the subject of a conviction for money laundering.

Please confirm whether any of the above applies to your organisation or its directors or any other person who has powers of representation, decision or control of the Organisation (delete as applicable)

[YES/NO]

Where the answer is affirmative, please provide details

Financial Details

17	Please state the name(s) and address(es) of your banker(s). This is only required from the lead consultant.
18	Who is the person in your organisation to whom any financial enquiries should be addressed? Name Position in organisation Address Telephone Fax E-Mail
19	Division Actual and Anticipated annual turnover Last Year 2010 Current Year 2011 Next Year 2012
20	Division Actual and Anticipated operating profit Last Year 2010 Current Year 2011 Next Year 2012
21	If applicable, Group Financial Annual Turnover 2009 Last Year 2010 Current Year 2011
22	What is the current percentage turnover directly relevant to this contract?

23	How much as a percentage would the estimated value of this contract be in relation to your overall annual turnover?
24	Has your organisation met the terms of its banking facilities and loan repayments (if any) during the past year? [YES/NO] If NO what were the reasons and what has been done to put things right?
25	Has your organisation met all its obligations to pay its creditors and staff during the past year? [YES/NO] If NO please explain why not.
26	How quickly do you pay suppliers and sub-contractors?

Please note ACGT Enterprises Ltd. will seek independent financial advice from an internet business and consumer credit information provider to assist in its evaluation. Organisations that are new to the market or are less than two years old are required to submit other adequate information to demonstrate their economic and financial standing.

Company structure

27

Please provide a diagram of the organisation structure and profile.

28

Please indicate the principal areas of business activity of your organisation as the proportion of your total turnover.

29

i. Detail the number of personnel currently directly employed in your organisation which will be directly responsible for performing this Contract

Partners/Director

Professional Staff

[Inc. Contract Mgrs]

ii. Please indicate the number of staff in your organisation

Employees

Casual

Contractors

iii. Of the above number of staff, which hold the following skills (by number)

Management

Supervision

Receptionist/Support

Operational

Management Training

Client Relationship

iv. As part of your submission, please provide details of the skills and relevant experience of staff that would be directly responsible for delivering the services. Please also submit details of any relevant specialist knowledge they might possess.

This should be limited to one side of A4 per staff member.

30	Please give an indication of staff turnover as a percentage of your workforce for the last 3 years. 2007: 2008: 2009:
31	Would your organisation undertake all of the Client's requirement themselves or would you intend to use sub-contractors for a proportion of the requirement? If you intend to sub-contract any of this service please indicate details of the sub-contractors including a brief background of their organisation.
32	Which proportion of the relevant services is routinely sub-contracted [if any]?
33	Do you have any other contracts you are running or currently bidding for that could affect capacity available for this requirement? [YES/NO] If YES please give brief details.

Staff Capability

34	Generally what professional qualifications and technical experience do staff hold for the type of work now contemplated by ACGT Enterprises Ltd?
35	Does your organisation operate a training policy? If yes, please provide a copy of the policy including the name(s) and qualifications of nominated Training Officer(s). [YES/NO]

Company Policies

36	Please provide details of your organisation's approach to risk assessment, a copy of your organisation's health and safety policy and details of any declaration, information or instruction issued by your organisation to protect the health and safety of staff at work.
37	How are the Health and Safety policies and procedures conveyed to your staff and administered within your organisation?
38	Does your organisation have a written equal opportunities policy to avoid discrimination? [YES/NO] If 'YES', please enclose a copy of the policy document.
39	Does your Company have an Environmental policy? [YES/NO] If 'YES', please enclose a copy of the policy document.
40	Is your Company registered under ISO 14001 or equivalent? [YES/NO]
41	Please indicate how the policy is communicated to staff. (max 200 words).
42	Do you have a diversity policy and how do you share this with staff and clients? Please provide details. [YES/NO]
43	Please provide details of any quality assurance accreditation held by the office that would be responsible for the contract (e.g. ISO, BS, IIP etc.). Please enclose certificates. If no formal accreditation is held, please describe relevant quality assurance policy and procedures.
44	Please provide details of any quality assurance accreditations for which you have applied.

45	Please submit details of your memberships of any other relevant industry/trade associations, bodies etc.
46	Give details of any court cases or legal disputes involving the company during the last 3 years and any current and known future court cases or legal disputes.
47	Have you had any contracts terminated (in whole or in part) for poor performance in the last 3 years, or any contracts where damages have been claimed by the relevant client? [YES/NO] If YES please give details
48	Do you have a complaints procedure? [YES/NO] If YES please enclose a copy. If no, please enclose a statement detailing how your organisation deals with complaints.
49	Do you have an escalation procedure for any issues encountered during the course of your business operations? [YES/NO] If so, please enclose details.
50	i. Do you have a business continuity/disaster recovery plan? [YES/NO] ii. How often do you test your plan?
51	Where applicable, would the consortium or the ultimate holding company be prepared to guarantee your contract performance as its subsidiary? [YES/NO/NOT APPLICABLE]
52	Candidate must further demonstrate that the scope of supply detailed on the above certificates cover, as a minimum: a. activities relating to nature of the contract to be let; b. all goods and services intended to be supplied under this Tender.

Insurance

53

Please provide details of your organisation's insurance protection.

The insurance policy should be appropriate for the services required by ACGT Enterprises Ltd (for example public liability, employer's liability, professional indemnity).

The selected lead consultant will be required to hold Professional Indemnity, Employers' Liability and Public Liability cover of no less than £10 million, in order to be appointed.

Applicants without this level of insurance will, however, not be penalised at this stage.

Where details are not available, please confirm you are able to provide a broker's confirmation in relation to insurance cover.

There is no need to include insurance certificates at this stage.

Public Liability

Insurer

Indemnity Value

Employers Liability

Insurer

Indemnity Value

Professional Indemnity

Insurer

Indemnity Value

54

Give details of insurance claims involving the company during the last 3 years and any current and known future claims.

Additional Information

55

You are invited to submit any other information which you consider may assist ACGT Enterprises Ltd. in selecting the best agencies to be invited to tender for its requirement.

General marketing brochures should not be included. This information should be limited to 20 sides of A4. Additional material will not be considered.

Use of information

56

Candidates must adhere to the requirements of the Data Protection Act 1998 (the 1998 Act).

a. Does your organisation have a Data Protection policy?

[YES/NO]

b. Is your organisation registered with the Information Commissioner in accordance with the 1998 Act?

[YES/NO]

NB Where responding on behalf of a consortium these details should be provided for each consortium member.

Declaration

57

Please print off and complete the Declaration form from the EOI document and enclose an electronic and hard copy with your submission.

DECLARATION FORM

The following declaration should be completed by your organisation's lead for the project. If you are applying as part of consortium, a declaration form for each member of the consortium should be provided and attached.

I declare to the best of my knowledge the information provided is accurate.

I understand the information will be used in the evaluation process to assess my organisation's suitability to be appointed for the Client's requirements.

I understand ACGT Enterprises Ltd. reserves the right to exclude my organisation from further participation in the procurement process if any error, omission or misrepresentation is discovered, no matter what stage the procurement process has reached.

Completed by: _____

Name: _____

Signature: _____

Date: _____

Position: _____

Phone: _____

E-mail: _____

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**MALCOLM
READING
CONSULTANTS**