

Concept design for new Ambassador's Residence

Preliminary Briefing Paper



Foreign &
Commonwealth
Office

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This document has been prepared for the purposes of the RIBA managed competition to select an architect team to provide architectural design and related services for a New Ambassador's Residence at the British Embassy in Beijing on behalf of the Foreign & Commonwealth Office.



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1. Summary

The proposed new Ambassador's Residence is part of a larger plan to redevelop the British Embassy in Beijing to create a modern fit for purpose presence in China capable of projecting Britain's influence in this emerging global superpower.

The Foreign and Commonwealth Office (FCO) have singled out the Ambassador's Residence as an opportunity to showcase a design that fully reflects Britain and its values and are therefore seeking an architect of the highest calibre to develop the concept and then work in collaboration with the Overall Project team during the delivery phase.

Apart from the Ambassador's Residence, the procurement of all of the new Embassy facilities is being progressed through the FCO framework. It is envisaged that the Embassy design team will have been selected prior to the appointment of the architect for the Ambassador's Residence.

The current Embassy facilities comprise two-storey buildings set in walled gardens in the diplomatic district approximately 2.6 miles due east of the Forbidden City which geographically marks the centre of Beijing. The buildings date back to 1959 when the Chinese authorities offered the British a long lease on their current embassy and residence. The site is split into two parts by an access road to the Indian Embassy situated to the north of the site. The current Residence site is located to the west of the road to the Indian Embassy and the Embassy facilities to the east.

The FCO have agreed a strategy for the redevelopment which will enable new Embassy facilities to be constructed on the west site following which the Ambassador's Residence can be constructed on the vacated east site. The east site will also accommodate staff housing and leisure facilities, which are not part of this commission.

The aim of this project is to provide a residence to modern standards, in compliance with appropriate building codes (UK and Chinese), to provide a platform for the Ambassador to project Britain's global influence.

The circa 1,100 square metre Ambassador's Residence will in effect be a mini hotel. It has entertainment spaces, reception spaces, formal dining rooms and access to the grounds. These need to be backed up by commercial kitchen facilities and back of house functions.

In addition, the Residence has formal guest accommodation – for visiting Ministers and VIPs and then it also provides separate private accommodation for the Ambassador and his/her family.

The building should be a showcase for design and products that fully reflect Britain and its values. However, it should also be easily maintainable in Beijing. Thought needs to be given to its function as a representational building but also to respect Chinese sensitivities, such as Feng Shui. The FCO do not want to have a building which does not respect those "rules". The building needs also to be seismically resilient.

The FCO are therefore seeking architects with the right combination of exceptional design expertise and a demonstrable collaborative approach to working alongside the FCO's selected delivery team. Experience of previous work for the design and delivery of similar buildings in Beijing, China or the Far East generally may be an advantage.

1.2. Strategic Background

China is the world's fastest growing global power, and an emerging superpower. The 1.3 billion Chinese constitute 20% of the world's population. China is critical to HMG interests. This is reflected in a bilateral relationship which the Prime Minister described as "a partnership for growth and reform" and Premier Li called "an indispensable partnership". The Chinese frequently refer to a "golden era" of UK/Chinese relations.

Ministers have long been concerned that our estate in Beijing is a poor reflection on the UK and the long-term relationship with China. In 2015, the then Chancellor George Osborne committed to building a new flagship Embassy in Beijing 'to better reflect the importance of the UK/China relationship'.

In January 2016, the then Foreign Secretary, Philip Hammond, told the international media (whilst standing outside the HMA Beijing Residence):

"I want to tell you today about a commitment that we have made during the course of our own Spending Review at home to rebuild this Embassy to more effectively reflect the scale of the relationship we have with China. That rather sad looking building over there on the other side of the wall is the British Embassy in Beijing. We don't think, with some reason, that it reflects the image that Britain wants to project in China, nor the scale of our ambition in China. And, indeed, physically, it can't contain any more than a fraction of the people that we currently have deployed here to do all the business that we have to do with China. So, we are seeking the co-operation of the Chinese authorities to enable us to redevelop this with a state-of-the-art building that will facilitate our presence here for many years."

1.3. The Requirement

The FCO's Investment, Infrastructure and Operations Committee (IIOC) endorsed an Outline Business Case (OBC) in December 2018 agreeing to the recommended preferred option for this major project. The OBC presented a RIBA Stage 2 Concept Design proposing to demolish the existing buildings housing the Embassy and Designated Residence and, using the existing two sites, build a new Embassy office, new Residence, new staff amenities and new staff apartments. Apart from the siting referred to below the concept for the Residence itself is yet to be fully developed.

In approving the OBC, IIOC also acknowledged that further long-term progress on the project would also be dependent on the successful conclusion to negotiations with the Chinese Government over the key Conditions of Construction Agreement (COCA).

The scope of this Commission is to develop the preferred option for the provision of a new Residence. The Commission will require the successful bidder to complete the Concept to RIBA Stage 2 (referring to the Residence component in the overall Stage 2 design for the whole project) for a new Ambassador's Residence and then the Developed Design to RIBA Stage 3 and thereafter act in an advisory capacity through Stage 4 as set out in 1.6 below.

For a number of key strategic reasons, bidders should work on the basis that the overall site layout of the buildings is now agreed – the site arrangement, and general configuration of the buildings described below will not be changed. A parameter plan will be issued in the second stage of the selection process to define what is fixed and what is flexible.

The development of the design will need to continue to pay careful attention to the particularly challenging operating environment within which these buildings will be contracted, built and maintained.

Design work will also entail ensuring all designs are compliant with appropriate local design rules, but should also comply with UK standards.

The Design will also be expected to comply with restrictions placed on development of the site by the Chinese Ministry of Foreign Affairs, who own the sites and lease them to HMG. Current environmental rules require 37% of the site to be "green", for example. Restrictions on height must also be observed.

Bidders should also note the potential requirement for separate tender packages depending on the nature of the works. There will be a requirement for some packages to be tendered to UK contractors, and some to local Chinese contractors. The design team must ensure that all design is fully coordinated between tender packages.

1.4. The Site

The British Embassy is considered as a single site, held on a long-term lease from the Chinese authorities. However, this site is split into two parts, by an access road to the Indian Embassy situated to the north of the site. The current Residence site is located to the west of the road to the Indian Embassy. The current Embassy site is located to the east of the road to the Indian Embassy. This will be the site for the new Ambassador's Residence. The site is mainly flat and measures approximately 7,982m².

A full description of the site can be found in the link to the Stage 2 design pack which can be found here;

<https://filetransfergb.atkinsglobal.com/message/muLIS3UZb1oQC1XhbqdKZU>

To avoid confusion and to give clarity the new Ambassador's Residence will be located on Site B as set out in Option 1 of the Stage 2 design pack.

1.5. Project Objectives

The project is driven by the need to create a modern fit for purpose Residence in China capable of projecting Britain's influence in this key emerging Global Superpower. The aim of this project is to provide a Residence to modern standards, in compliance with appropriate building codes (UK and Chinese), to provide a platform for the Ambassador to project Britain's global influence. The building needs also to be seismically resilient.

The Stage 2 design pack referred to above incorporates a schedule of areas (page 39) for the Residence which has been agreed by the FCO.

The Residence will comprise three zones:

- First as a place for entertainment, assumed to be on the ground floor with good access to the grounds. This includes space for receptions and formal dining backed up by commercial kitchen facilities, back of house functions, storage, deliveries and staff rooms.
- Second as a place to accommodate formal guests such as visiting Ministers and VIPs, assumed to be on the first floor.
- Third as separate private accommodation for the Ambassador and his/her family.

As set out in the summary, the building should be a showcase for design and products that fully reflect Britain and its values but not at the expense of being easily maintainable in Beijing.

Security is paramount and consideration needs to be given to the procurement of materials, the site layout, the building fabric and the internal layout to ensure the optimum provision. The site layout parameters referred to in section 1.2 will need to be strictly adhered to.

It is envisaged that there will be an underground link connecting the Residence basement car park to the Embassy.

Thought needs to be given to design as a representational building of British heritage and expertise but also to respect Chinese sensitivities, such as Feng Shui. The FCO do not want to have a building which does not respect the rules of Feng Shui and the successful Residence Architect should consider engaging a Feng Shui consultant as part of their bid, or make provision for working with the Feng Shui consultant from the Embassy consultant team.

Further details of the brief are provided in the Stage 2 design pack.

1.6. Technical Constraints

Repair and replacement materials and equipment shall be selected on a whole life cost basis, selecting products for quality, long life and low maintenance. Given the location, careful consideration shall be given in the design to specify products which are locally available, with spare parts also readily available, and which can be maintained with the level of local expertise. Consideration should also be given to constraints on implementation, import/diplomatic restrictions, and use of local contractors.

Design should include for the building to be seismically resilient and to use structural engineering techniques to ensure maximum resilience. Designs should meet Chinese codes, but incorporate latest technology.

Due to the environmental conditions in Beijing, it is envisaged that the building will be well sealed with air filtration to a mechanical ventilation system. Nevertheless, design should be to meet the highest appropriate BREEAM rating or equivalent measure. However, design should balance latest technology against ease of maintenance. Future maintenance will be a key consideration and during the design review, importance will be placed on future maintenance, running costs, and the design being appropriate to the local site/country conditions and availability of necessary skilled maintenance staff, and availability of local materials. Within this context, it should use optimal technology, selecting appropriate materials to ensure good energy performance and minimise running costs and maintenance.

The Design should reflect not only the stage 2 design and include the features mentioned above, but also consider Feng Shui as noted above.

1.7. Residence Architect role

The scope of this Commission is to develop the preferred site option set out above for the provision of a new Ambassador's Residence. The Commission will require the successful bidder to complete the Concept to RIBA Stage 2 for a new Ambassador's Residence and then the Developed Design to RIBA Stage 3. Thereafter the consultant is envisaged to be retained in an advisory role.

During Stages 2 and 3, the Overall Project Architect will act as an adviser to the Residence Architect, to assist with co-ordination with the Embassy masterplan and to provide technical advice. It will be essential that the Residence Architects design for the Residence, complements the overall scheme for the site as a whole.

During Stage 4, the Residence Architect will be retained as an adviser to the Overall Project delivery team.

The fee proposal should be apportioned across Stages 2, 3 and 4.

The Residence architect will be appointed to provide architectural design only – this will not include design of engineering services, or structural elements. It is envisaged that the Overall Project Design Team will provide the engineering and structural.

The Residence Architect, once selected, will be engaged by the Project Manager (PM) and Overall Project Design Team under the NEC 4 consultants form of contract. The Residence Architect will be expected to join the main Project Design Team and work to the PM and follow the direction given by him/her. The Residence concept design should complement the rest of the Embassy scheme, to create a homogenous site development. The Residence Architect will be responsible for the concept design, which when completed, will be taken forward in detail by the Overall Project Design Team. It will therefore be important to liaise closely with other members of the Overall Project Design Team to ensure consistency of standards, consistency of materials and construction methods selected, and engineering approach.

The PM and Overall Project Design Team will be selected and appointed by the FCO from their consultants framework, and this will be the subject of a separate procurement process. It is likely that the successful framework consultant will be involved in the evaluation process for the Residence Architect at stage 2.

2. Competition Conditions



2.1. Overview of the Procurement Procedure

The selection of an architect firm is being procured by the Foreign & Commonwealth Office (FCO) in accordance with the requirements of the Restricted Procedure as set out within Regulation 28 of The Public Contracts Regulations 2015.

RIBA Competitions is assisting the FCO with the management of the competitive process. The selection process will be organised over the following phases:

PHASE 1: EOI WITH SQ

Responses to the Selection Questionnaire (SQ) will be used to select a shortlist of suitable candidates (minimum 5) to proceed to the Tender (design competition) phase.

PHASE 2: INVITATION TO TENDER

Submission of Tender responses. As part of the Tender return, shortlisted architect-led teams will be required to illustrate their approach to the project and subsequently attend a clarification interview.

Further details regarding the Tender phase is set out at **Section 4**.

2.2. Procurement Timetable

The Timetable (which may be subject to alteration) for the procurement is as follows:

Activity	Date (Estimate)
Issue OJEU Notice	Tuesday 09 July 2019
Release of Briefing Information & Selection Questionnaire	Wednesday 10 July 2019
Latest date for queries relating to the SQ	Tuesday 22 July 2019
Deadline for receipt of SQ returns	14.00hrs – Thursday 8 August 2019
Evaluation meeting and selection of shortlist	w/c 12 August 2019
Shortlist notified Notification to unsuccessful candidates	Friday 16 August 2019
Issue of Brief & ITT to shortlist	Friday 16 August 2019
Briefing session with shortlisted teams at FCO	w/c 19 August 2019
Latest date for queries relating to the ITT	Friday 30 August 2019
Memorandum issued in response to queries	Tuesday 03 September 2019
Submission deadline	14.00hrs – Monday 16 September 2019
Clarification interviews & presentations	w/c 23 September 2019
Notification of result and start of 10 day Standstill period	w/c 30 September 2019
Winning press release announcement	w/c 21 October 2019

The Timetable is indicative only and the FCO reserve the right to change it at its discretion. You will be notified of any changes made to the timetable.

2.3. General Notes

2.3.1. SELECTION QUESTIONNAIRE & HOW TO OBTAIN UNIQUE REFERENCE NUMBER

In order to be considered for the project, candidates must submit a duly completed SQ. Candidates who intend to submit an SQ return must obtain an editable version of the SQ document together with a Unique Reference Number by completing the online request form available at:

<https://ribacompetitions.wufoo.eu/forms/beijing>

RIBA Competitions will issue a URN [BE#] to interested parties within 2 working days of submitting the online request form. Candidates should refer to the Notes for Completion section of the SQ, together with the Submission Instructions provided at Section 2.3.3 of this Briefing Document.

2.3.2. INFORMATION AVAILABLE TO CANDIDATES AT THE SELECTION QUESTIONNAIRE PHASE

The following documents will be made available to Candidates on submission of the online request and checking of the relevant box confirming that the Candidate agrees to treat the supplied information in the strictest confidence:

- PDF version of supporting information (this document)
- Outline Brief
- Editable (Word version) of the SQ
- Draft PDF version of ITT

2.3.3. SUBMISSION INSTRUCTIONS FOR RETURN OF SQS

The SQ must be submitted in English (including all additional information). Any financial data provided must be submitted in or converted into GBP Pounds Sterling. Where official documents include financial data in a foreign currency, a Pounds Sterling equivalent must be given.

The SQ must be completed in its entirety, with an electronic version (PDF format) of the completed SQ return submitted via RIBA Competitions' digital submission portal (RIBASubmit). A total upload limit of 20Mb will be available, but candidates are requested to keep file sizes as small as practicable whilst ensuring that the information presented is readily legible. A secure link for this purpose will have been sent to the email address entered into the Wufoo online form used to request the SQ and Unique Reference Number [BE#].

The file name of the completed SQ should consist of the URN [BE#] assigned to the Candidate by RIBA Competitions, together with the name of the architect firm:

- BE#_Architect Firm Name_SQ.pdf

Any other appended files should follow a similar file-naming protocol.

The contract example case studies and CVs of the Professional and Technical Ability component of the SQ return may be submitted as a separate, collated Appendix provided the requested information is presented and numbered in the order set out in the SQ and the responses do not exceed the specified page limits. Candidates electing to submit a separate Appendix should append a Front cover sheet displaying the URN [BE#] and name of the architect Firm. The Appendix should be named:

- 'BE#_Architect Firm Name_Technical & Professional Ability.pdf'

Candidates are strongly advised to familiarise themselves with RIBA Competitions' digital submission portal and allow sufficient time for their SQ return to successfully upload in advance of the deadline. The portal system will not allow material to upload after the deadline has expired.

2.3.4. DEADLINE FOR RECEIPT OF SQ RETURNS

The deadline for receipt of SQ Returns is **14.00hrs (BST) Thursday 8 August 2019**. The Foreign & Commonwealth Office and RIBA Competitions will not be responsible for any SQ returns delayed, lost or otherwise damaged or corrupted during transmission, however so caused. Late submissions will not be accepted without prior authorisation.

2.3.5. ARCHITECT FIRM

The architect firm must include an architect who has the right to practice in the country where he/she is qualified or in the country where he/she currently resides or practices. UK-based Candidates should therefore be registered with the Architects Registration Board (ARB) with overseas-based Candidates registered with an equivalent regulatory body.

2.3.6. CONFLICTS OF INTEREST

In accordance with Regulation 24 of the Public Contract Regulations 2015, the FCO may exclude the Candidate if there is a conflict of interest between the FCO and the Candidate or a member of the consortium or a key sub-contractor which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff member have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Candidate to inform FCO, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by FCO should not represent a conflict of interest for the Candidate. Candidates should note that members of the FCO's existing PSP are NOT excluded from taking part in this opportunity.

2.3.7. COMMITMENT

This is an SQ stage only. Nothing in this brief or accompanying SQ is to be construed as implying commitment by FCO that it will award a contract. FCO is not obliged to accept any submissions or enter into any contract pursuant to this procurement and reserves the right in its absolute discretion to withdraw from or terminate the process set out in the SQ and this brief at any time, for any reason and without prior notice to the Candidates and at its sole discretion re-invite proposals on the same or any alternative basis. Any expenditure, work or effort undertaken is accordingly a matter solely for the commercial judgement of the Candidate. FCO will not reimburse any expense incurred by Candidates in preparing their responses to the SQ.

2.3.8. DISCLAIMER

Candidates are responsible for obtaining the information which they consider necessary in connection with the procurement and must form their own judgement on its validity and suitability. Each Candidate must make its own independent assessment after making such investigations. The subject matter of this SQ and/or the SQ Return shall only have a contractual effect when it is incorporated into the express terms of an executed contract.

FCO (including its employees, agents, consultants, advisers and representatives) does not make any representations or warranties (express or implied) or accept any liability or responsibility (other than in respect of fraudulent misrepresentation) in relation to the adequacy, accuracy, reasonableness or completeness of the information in the SQ, this brief or any part of the SQ or brief (including but not limited to, any loss or damage arising as a result of reliance by the Candidate on the information or any part of it).

2.3.9. CHANGES TO THE SQ RESPONSE

The Candidate must confirm whether there has been any change in relation to the information submitted at the SQ stage. Where any change has occurred, the Candidate must provide updated equivalent information to that requested in the SQ.

FCO reserve the right to disqualify any Candidate where there is a change to any aspect of its response to the SQ if such Candidate has failed to notify FCO of such change or, having notified FCO, FCO consider the effect of the change is such that the basis of the evaluation for the purpose of selecting potential Participants, the Candidate would not qualify.

2.4. Confidentiality

The information supplied with this brief and all other information whether written or oral made available at any time to Candidates by or on behalf of FCO in connection with this procurement ("Information Provided") is provided on the basis that the Candidates, their sub-contractors and/or respective advisers will keep such Information Provided confidential at all times and that such information will only be used for the purpose of participating in this procurement. For the avoidance of doubt nothing in this paragraph shall prevent a Candidate from passing the Information Provided to its employees, potential sub-contractors and professional advisers in connection with this procurement provided such persons agree to treat such information as confidential in accordance with the duty described in this paragraph.

The duty of confidentiality in this paragraph does not apply to information:

- (i) which is in or enters the public domain otherwise than by breach of an obligation of confidentiality; or
- (ii) which is or becomes known from other sources without breach of any restriction on disclosure; or
- (iii) which is required to be disclosed by law or any professional or regulatory body.

3. Approach to Evaluation of SQ Returns



3.1. Evaluation summary

The objective of the selection process is to assess the responses to the SQ. Responses to the SQ will be used in the evaluation process to determine Candidates' qualification for inclusion to proceed to the next stage of the procurement process. Each SQ return will be evaluated in the same manner as per the methodology outlined in this section.

The SQ document indicates which responses are to be provided for information purposes only, PASS/FAIL questions that FCO consider essential to perform the contract, and which responses are to be scored. Failure to meet PASS/FAIL will be a ground for rejection of Candidates.

3.2. Economic & Financial Standing

FCO will reserve the right to ask Candidates to provide information to demonstrate their economic and financial standing if they are Invited to Tender following the shortlisting of the SQs.

Please refer to Section 8.1 of the accompanying SQ document for the requirements in respect of Employer's Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance.

3.3. Evaluation of Technical & Professional Ability section of the SQ return

The Technical and Professional Ability component of the SQ return will be appraised by an Evaluation Panel. This is the key section of the return for Candidates to use to differentiate themselves and demonstrate to FCO why they should be shortlisted for the New Ambassador's residence project.

Technical & Professional Ability	Weighting	Demonstrated by	Evaluation notes
Ability to design & deliver buildings of architectural distinction of a similar nature, scale &/or budget to the New Ambassador's residence project	40% [20% per Case Study]	<p>Section 8.3A of the SQ</p> <p>Illustrative case studies (2 No.) of the contract examples cited under Section 6.1 of the SQ which demonstrate:</p> <ul style="list-style-type: none"> Design of buildings that successfully integrate new build into a sensitive setting of this nature Evidence of delivering buildings fit for purpose, practical to build which have met the needs of the client and which represent value for money and stand the test of time. 	<p>Contracts for supplies or services should have been performed during the past five (5) years and relate to the architect firm wishing to be considered for the opportunity.</p> <p>Candidates should consider the relevance & relative merits of projects within their portfolio. Whilst the inclusion of an 'incomplete' project (i.e. a project that is on, or about to commence on site); as one of the contract example case studies would not deem the submission unacceptable, it may, depending on the stage that it is at, limit the ability of its qualities to be appraised.</p> <p>Similarly, whilst Candidates may elect to include projects which reached completion beyond the stipulated 5 year limit, their inclusion may limit the current technical & professional ability of the architect firm to be appraised</p>
Ability to design & deliver buildings to budget & programme on constrained sites with an understanding of the challenges in Beijing/China	20%	<p>Section 8.3B of the SQ</p> <p>Illustrative case study (1 No.) of one of the contract examples cited under Section 6.1 of the SQ which demonstrates:</p> <ul style="list-style-type: none"> Creative but deliverable design and specification, with a project delivered to time and in line with projected budget estimate Delivery of projects that have successfully addressed the complex interaction between buildings, public realm and place-making. 	<p>If a collaborative approach with another architect firm is proposed, at least one contract example case study should be included for each practice under Section 8.3A.</p> <p>A clear distinction should be made between photographic images of completed projects and computer-generated visualisations. Any images featured within the submission should be clearly annotated to explain to which project(s) and/or firms they refer.</p> <p>Each contract example case study will be evaluated in a holistic manner. Greater weight will be applied to the contract example case studies where individuals named in the CVs were involved in delivery of the project(s) shown.</p>
Overall experience & balance of the proposed architect team, including proposed key personnel who will be responsible for design development & delivery of the project, including proposed consultants from other required design disciplines	20%	<p>Section 8.3C of the SQ</p> <ul style="list-style-type: none"> Brief CVs for key members of the team demonstrating professional qualification, recent project experience, current position and proposed role within the team. Reference should be made to the contract example case studies where possible 	<p>CVs will be evaluated as a package. Greater weight will be given where reference is made to the contract example case studies where possible.</p> <p>Projects undertaken at a previous practice may (with appropriate recognition) be included but the role in developing and delivering the scheme - design team leader, project architect etc. - must be clearly outlined.</p> <p>If a collaborative approach with another firm of architects is proposed, the respective roles and anticipated delivery arrangement must be clearly articulated.</p>
Ability to successfully engage with the PM and the overall scheme design lead in the proposed development	20%	<p>Section 8.3D of the SQ</p> <p>Illustrated response giving 2 No. examples which demonstrate:</p> <ul style="list-style-type: none"> Techniques & methods employed to engage with others in design development, and to take on board their ideas and concerns The level of buy-in achieved for the scheme or proposed development 	

The following scoring guide will be used to evaluate Technical and Professional Ability:

Score	Definition	Benchmark
5	Excellent response to question	In the opinion of the evaluators, the Candidate's response provides information which addresses all requirements and provides good or excellent quality relevant supporting evidence, which to some material degree provides evidence of an exemplary or class leading response.
4	Very Good response to question	In the opinion of the evaluators, the Candidate's response provides information which addresses all requirements and provides very good or excellent quality relevant supporting evidence.
3	Good response to question	In the opinion of the evaluators, the Candidate's response provides information which addresses all requirements and provides good quality relevant supporting evidence which to some material degree provides evidence of a good response.
2	Adequate response to question	In the opinion of the evaluators, the Candidate's response provides information which addresses all requirements; but the supporting evidence is less than good in some material degree or is of limited relevance to the response.
1	Poor response to question	In the opinion of the evaluators, the Candidate's response provides information which addresses all requirements. BUT the Candidate's response fails to provide relevant supporting evidence; or the evidence is not relevant to the response required.
0	No response to question	The Candidate fails to provide a response, or provides a response which in the opinion of the evaluators does not address requirements.

Notes

- (i) Candidates must obtain a score of **two** or more against each of the sections used to demonstrate Technical and Professional Ability in order to be further considered for the contract opportunity.
- (ii) Members of the Evaluation Panel will independently review each SQ return and assign a score against each question to be scored. Scores will be collated and a moderation meeting held to discuss each SQ return. At that meeting, evaluator's scores will be moderated, with weightings applied to the common / agreed scores accordingly.
- (iii) The weighted overall score achieved, ranking and weighted consensus score for each scoring criteria will be released to Candidates upon completion of the SQ stage. Additional feedback will only be provided upon request.

3.4. Selection of Teams to participate in Tender phase

The weighted overall score arising from the evaluation of the Technical and Professional Ability section of the SQ will be used to order the returns in order of highest to lowest for the purpose of shortlisting and selection of suitably qualified Candidates. It is proposed that the five highest scoring Candidates (subject to them meeting the minimum criteria) will be invited to proceed to the ITT phase.

3.5. Evaluation Panel

To ensure the design concept selected to take forward is as creative and innovative as possible, whilst responding to the opportunities and constraints of the site and the wider local context, an experienced Evaluation Panel will review the submission material at both phases of the procurement process. The Evaluation Panel that will appraise the Technical and Professional Ability component of the SQ return will be drawn from the FCO's Estates team, and chaired by an RIBA Advisor.

In the event of a Panel member being unable to act through illness or any other cause, FCO, in consultation with RIBA Competitions, reserves the right to appoint an alternative Panel member.

4. Invitation to Tender phase

Reference should be made to the draft Invitation to Tender (ITT) that is available to Candidates on registration. It is anticipated that the Tender phase of the procurement process will involve:

- A group briefing session to review the project aspirations and constraints which will include a presentation from the Client team
- Submission of 2x A3 sketches illustrating the proposed approach to the project and design sketches
- An A3 design report to include an indicative programme for the concept design process plus an indicative fee for carrying out the concept design work.
- The process will conclude with a clarification interview and teams making a presentation to the Evaluation Panel. The purpose of the interviews will be to provide architect teams with an opportunity to present their design concepts as tendered, and to enable Panel members to seek clarification on any issues that are unclear from their initial appraisal of the submission return.

5. Award Criteria

The aim of this procurement is for FCO to select a preferred architect team on the basis of the Most Economically Advantageous Tender*. Further details of the Award Criteria will be included in the final version of the Invitation to Tender document issued to shortlisted teams but are expected to comprise:

Award Criteria		Weighting	
1	Overall quality & architectural distinction of the design approach, including appropriateness of the proposed response to the site, its constraints & opportunities afforded by this setting	35%	Quality 75%
2	Initial response to the Brief & a demonstration of an ability to meet the vision & requirements for the New Ambassador's Residence.	20%	
3	Understanding of Client expectations, ability to work in partnership with the PM and main project design team, local partners & engage with stakeholders as demonstrated through the overall approach & presentation at interview	20%	
4	Potential deliverability of the design concept within the stated construction budget envelope	25%	
5	Submission of a competitive fee proposal (broken down per RIBA work stage) whilst demonstrating a sufficient level of resourcing to deliver the quality and scope of design services required	100%	Price 25%

* Most Economically Advantageous Tender means that tender returns will be assessed on Quality and Price. The relative split will be 75% Quality and 25% Price.

The Financial Element of the tender return will be evaluated separately.

The Quality and Cost scores for each tendering architect firm will then be aggregated to determine the preferred bidder.

It is FCO's intention to appoint the Tenderer with the highest aggregated score at the end of the design competition. However FCO reserve the right not to proceed beyond the competition stage in the event that no one scheme meets the requirements and aspirations in respect of the project. All honorarium payments will however be paid as indicated.

6. Honoraria

Each tendering architect firm who submits a compliant submission for the competition phase and gives a clarification interview presentation will receive a contribution to costs of GBP £2,000 (+VAT).

FCO will undertake to make these payments within 30 calendar days of the clarification interviews and on receipt of an invoice. No payments will be made in respect of the SQ phase. All invoices should be addressed and sent to RIBA Competitions.

7. Post-Competition Commitment & Anticipated Project Programme

The overall outline programme is below.

Milestone	Timeframe
Appointment of design team & commencement of concept design	October 2019
Submission of Planning Application	starting 2020
Planning Permission Granted	tbc
Procurement; enabling works etc.	End 2020
Start on site	Summer 2021
Practical Completion	2023
Fit-out period	2023/2024
Opening	2024

It is FCO's intention to request the Overall Project Consultant team to appoint the successful architect firm to develop the design proposals up to stage 3 and retain them as an advisor for stage 4.

8. Enquiries

The competition is being managed by RIBA Competitions. Members of the Evaluation Panel and Client body representatives should not be solicited for information as this may lead to disqualification from the competition.

All queries relating to the SQ phase should be submitted via email to **riba.competitions@riba.org** and contain New Ambassador's Residence in the 'subject' header line, with the body of the text clearly identifying to which section of the SQ or the Brief the question relates. Candidates should refer to the Procurement Timetable regarding the latest deadline by which to raise queries.

The intention will be to make advice arising from queries received available to all Candidates via the email address entered into the Wufoo online request form, where doing so is in the interest of maintaining transparency and fairness in the procedure and would not constitute a breach of commercial confidentiality.

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