

# Invitation to Tender for the Provision of

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## **Project Management Services**

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**To be supplied to NCD**

Project	NCD Accommodation Strategy Review
Revision	Version 1
Release Date	Thursday 14 December 2017
Issuer	Ian Walton, Deputy Chief Executive and Principal
Document File	T: Accommodation Improvements
Supplier Response Date	Noon, Friday 12 January 2018

## Table of Contents

	<b>Page no.</b>
Introduction and Overview	3
Company Background	3
Background to the Project	3
Project Management Services	3
Timetable	4
Respondent Instructions	5
Response Guidelines	5
Tender Assessment	6
Evaluation Criteria and Process	6
Commercial and Financial	6
Service Capability	6
Level of Compliance with ITT	6
Briefings for Unsuccessful Participants	7
Appendix A – Scope of Services	8 to 12
Appendix B – Budget Cost Appraisal	13
Appendix C – Existing Site Plan	14

# **1. Introduction and Overview**

## **1.1 Company Background**

New College Durham (NCD) is the leading college of further and higher education in County Durham operating mainly from its Framwellgate Moor campus in Durham which was constructed between 2003 and 2005. The existing freehold site buildings provide 27,000 m<sup>2</sup> of accommodation which is supplemented by a number of satellite properties (some owned and some leased).

## **1.2 Background to the Project**

After thirteen years of operations from the new buildings and given the changes to the educational environment during that period the College wishes to extend its accommodation to ensure it has an estate that is fit for the future in terms of size and quality.

It is hoped that at least one of the existing leased satellite properties can be released as part of this development by making provision for the construction facility at Belmont to be brought onto the main campus. Savings generated would be used to contribute to the revenue consequences of the finished capital development.

The College thus requires the services of a Project Manager to firstly coordinate the development which will see an extension northwards of the existing technology block on the Framwellgate Moor site. As a result the Project Manager will take the lead in managing the development process under the governance procedures required by NCD. For this reason, NCD intends to tender for all services.

## **1.3 Project Management Services**

NCD (Client) has decided to appoint an independent Project Manager to provide the necessary expertise to ensure the delivery of a successful project in terms of quality, cost, programme, risk and good governance. The Project Manager will have a direct relationship with the Deputy Chief Executive; NCD's designated Project Sponsor for the project. However, the Project Manager will also have regular liaison with the Project Development Committee which represents the NCD Governing body.

NCD places a significant value on the quality of the appointed Project Manager with particular emphasis on their commitment and passion shown to the project, ability to engender good chemistry between teams and stakeholders and experience in developing and managing effective communication and project protocols.

The Project Manager must have a detailed knowledge of the SCAPE process through which this development will be delivered.

The scope of services document for the prospective Project Manager is included in Appendix A.

## 2. Timetable

Issue of Invitation to Tender (ITT):	Thursday 14 December 2017
Confirmation of receipt of ITT by provider:	Friday 15 December 2017
ITT Submission deadline date:	Noon Friday 12 January 2018
Selection of Project Management Company:	w/c 15 January 2018
Contract start date:	22 January 2018
Questions or clarifications should be emailed to:	<a href="mailto:ian.walton@newdur.ac.uk">ian.walton@newdur.ac.uk</a>
Full contact details:	Ian Walton Deputy Chief Executive and Principal New College Durham Framwellgate Moor DURHAM DH1 5ES Email: <a href="mailto:ian.walton@newdur.ac.uk">ian.walton@newdur.ac.uk</a> Tel: 0191 3754027

### 3. Respondent Instructions

This section provides detailed instructions to be followed in responding to this ITT.

#### 3.1 Response Guidelines

You will be required to submit a written proposal as part of the response in the form set out. Your Bid Manager should sign all responses. The sections should use the same paragraph numbering system as this ITT and should specifically address all sections onwards.

The ITT Response should be e-mailed to:

[tenders@newdur.ac.uk](mailto:tenders@newdur.ac.uk)

Alternatively the Supplier's offer may be addressed to:

Susan Dring  
Corporation Secretary  
New College Durham  
Framwellgate Moor  
Durham  
DH1 5ES

NCD reserves the right to disregard any response submitted after the timetable deadline.

You are expected to supply all required information, or clearly state the reason for being unable to do so.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents eg; maps, brochures, organisation charts, etc should be included.

Questions relating to clarification of the ITT will only be accepted in writing to the NCD representative. Likewise, all responses from NCD will be written and may also be made available to other vendors (subject to confidentiality). In the event that any answer materially affects the ITT specifications, an amendment to the original requirement will be escalated to all vendors. NCD will attempt to answer any question within 3 working days of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

NCD reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.

By submitting a response, you are committing to an understanding that you understand the requirement, have sufficiently addressed all aspects of the tender and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by NCD in this tender to date, and any further information supplied during the tender process is subject to the confidentiality agreement you have signed.

## **4. Tender Assessments**

### **4.1. Evaluation Criteria and Process**

The evaluation criteria will be based upon some or all of the following aspects of the Bidders' proposals (not in order of significance):

### **4.2 Commercial and Financial**

- Competitive price
- Price clarity
- Management information provisions
- Financial strength demonstrated across the Bidder's group structure. Please include your company's revenue and net results for the last two years with your response.
- An established financial track record demonstrated for the legal entity that NCD would be contracting with (please include your company's registration number and registered address in your response)

### **4.3 Service Capability**

- Service delivery experience (particularly in the FE sector)
- Knowledge of the SCAPE process
- CV of day to day Project Manager for the entire duration of the scheme

### **4.4 Level of Compliance with ITT**

- Understanding of all parts of the ITT
- Proposals / bids provided are in accordance with the Instructions
- Adherence to the timescales to send back responses

## **5. Briefings for Unsuccessful Participants**

NCD will offer feedback to every Bidder submitting an unsuccessful proposal. NCD reserves the right to control the format and content of any such briefing, and to limit it in any way believed by NCD to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reason for doing so).

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Without NCD's prior written permission, this document, either in whole or part, must not be reproduced in any form or by any means or disclosed to others or used for the purposes other than its evaluation by the bidder. It may not be disclosed to any third party outside of the agreed Confidentiality Agreement with regard to 'Permitted Recipients'.

Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continuing business discussions between NCD and the bidder.

Any proposal received by NCD is subject to contract with NCD.

### **Project Manager Scope of Service**

The following schedule of services describes what is expected of the Project Manager throughout the project:

#### **Schedule of Services**

1. Brief, design and quality control
2. Reporting and meetings
3. Programming
4. Capital budgeting
5. Construction economics and financial management
6. Cash flow
7. Local authority and planning approvals
8. Contract procedures
9. Contract management
10. Building management, commissioning and maintenance

#### **1. Brief, design and quality control**

- 1.1 Co-ordinate with the Client and consultants the preparation of the design brief. Amplify the design brief as necessary during design development. Any changes to the brief must be tracked and client authorisation obtained.
- 1.2 Establish the responsibilities of consultants, contractors and sub-contractors resolving any gaps or overlaps in scopes of services.
- 1.3 Report consultant design proposals to Client at key gateways within the programme.
- 1.4 Report preferred components, drawings and specifications prepared by consultants to the Client and obtain approval. Arrange amendments, if required, and submit final proposals to Client for approval.
- 1.5 Check that consultants review build-ability and technical design of proposals with specialist contractors.
- 1.6 Although consultants will retain full design responsibility for their scope of services the PM shall establish procedures for checking that the consultants' designs conform to the project brief.
- 1.7 In conjunction with consultants, advise on the need for quality assurance schemes, defects insurance and product guarantees
- 1.8 Visit site during construction phase at least once per fortnight to ascertain compliance of contractor with construction information.

## **2. Reporting and Meetings**

- 2.1 Create Project Execution Plan for the project. This will record names of all key personnel and define the processes and communications needed to create a successful project.
- 2.2 Establish meetings structure. Lay down procedure for convening, chairing, attendance, function, frequency and responsibility for recording of meetings and circulation of information. Monitor communications and distribution of information.
- 2.3 Check appropriate information is provided to the Client. Notify the Client of decisions required from them.
- 2.4 Agree reporting and recording procedures with consultants.
- 2.5 Convene and chair all principal project meetings.

## **3. Programming**

- 3.1 In conjunction with consultants, prepare and maintain a master programme from concept to completion to record principal activities and identify critical dates. Verify and incorporate consultants' programmes for production of detailed design information. Monitor progress.
- 3.2 Check that applications for statutory consents, government grants etc are submitted in accordance with the master programme.
- 3.3 Advise the Client of changes, recommend appropriate action and obtain authorisation.
- 3.4 Check, in conjunction with the design consultants, the contractors' programme; seek clarification of contractors' programme proposals if necessary, and incorporate these into master programme.

## **4. Capital Budgeting**

- 4.1 In conjunction with the consultants, manage the preparation and maintenance of a master cost plan. Advise the Client of any alterations required and obtain authorisation for changes.

## **5. Construction Economics and Financial Management**

- 5.1 Organise the consultants to provide advice on commissioning, capital and the life cycle cost studies of alternative designs and materials. Ensure that Client is advised on energy budgeting. Arrange appropriate financial procedures for risk assessment and for tax provision.
- 5.2 Advise the Client on appropriate procedures for dealing with insurance claims and agree any changes required to consultants' fee arrangements generated by them.
- 5.3 Check that the consultants are providing adequate and timely information for the preparation of tender documentation.

- 5.4 Obtain client authorisation for costs of variations when limit of authority is exceeded and check that costs are being agreed.
- 5.5 Report to the Client at regular intervals giving forecast of final costs, including costs of variations and the cost implications of extensions of time and forecast completion dates.
- 5.6 Create 'Change Control System' for implementation of the project to control; cost, quality and programme. Advise on when this system is to be commenced.
- 5.7 Check that consultants prepare regular valuations and payment certificates of the contractors' works valued in accordance with the building contract. Check and recommend payment of Client's copies of certificates. Check that valuations and certificates are correctly circulated.
- 5.8 Check, in conjunction with consultants, fees for statutory approvals and arrange payments.
- 5.9 Check and recommend consultants' applications for payment.
- 5.10 Check and recommend all other invoices related to the development.
- 5.11 Check that consultants prepare final accounts and agree settlements.
- 5.12 Arrange for the Client to obtain advice on taxation implications.

## **6. Contract Administration**

- 6.1 Administer the terms of the contract including issuing all certificates required under NEC3.

## **7. Cash Flow (Note: there are no external funding requirements)**

- 7.1 Manage the consultants to ensure effective preparation and maintenance of cash flow forecasts and statements for monitoring project expenditure.
- 7.2 Monitor all payments made and check against cash flow. Check Client makes payment within the stipulated time.

## **8. Local Authority and Planning Approvals**

- 8.1 Co-ordinate and support negotiations with Planning Authorities.
- 8.2 Check with the Architect the form and content of planning applications. Progress the Planning process and arrange that the project team carries out a check of all approval/refusal documents. Create tracking document to manage any conditions attached to the Planning consent. Manage the resolution of these conditions.
- 8.3 Check with the consultants which other statutory approvals are required and ensure that applications for approval are submitted. Check that consultants apply for amendments to statutory approvals when required.
- 8.4 Check that the consultants obtain clearance from Fire Officers.

- 8.5 The terms 'Pre-Construction Information', 'Health and Safety File', 'CDM Co-ordinator' and 'Principal Contractor' are as defined in The Construction (Design and Management) Regulations 1994 – 'the CDM Regulations'. Advise the Client on their obligations under the CDM Regulations and that guidance is available from the Health and Safety Executive. Advise the Client on the requirements of the CDM Regulations in relation to the appointment of the CDM Co-ordinator, designers and the principal contractor. Following their respective appointment, monitor their compliance and that of the Client, or the Client's agent where appointed, with the obligations imposed by the CDM Regulations in each of them. Inform the relevant appointee and the Client of any perceived non-compliance. Check the distribution of the Pre-Construction Information document and Health and Safety File.

## **9. Contract Procedures**

- 9.1 Decide with assistance from consultants the selection and method of appointment of preferred/nominated sub-contractors and agree extent of design and specifications to be included in tender documents. Advise the Client accordingly.
- 9.2 Decide with assistance from consultant's procurement procedure for selection of contractors. In liaison with legal advisors decide on what type and form of contract. Monitor consultants in the preparation and assembly of tender documents. With the consultants, check the form and content.
- 9.3 With assistance from the consultants, prepare a list of tenders, conduct selection procedures, if required, and obtain approval.
- 9.4 Arrange with consultants tender analysis; obtain clarification of ambiguities and prepare tender report. If necessary, arrange interview of tenderers. Prepare tender award recommendation and obtain instructions.
- 9.5 Co-ordinate the preparation of contract documents. Arrange for preparation of contractor's duty of care warranty if required. Arrange signatures of parties to the contract.
- 9.6 Arrange for the contractor's insurance certificate and renewal of insurance at renewal dates to be checked.

## **10. Contract Management**

- 10.1 Arrange for Client to place order for long delivery components.
- 10.2 Advise Client of any works to be carried out under separate direct contract.
- 10.3 Co-ordinate the consultants using reasonable endeavours to secure the provision of information to contractors in an appropriate timescale.
- 10.4 Check that consultants are providing adequate supervision in accordance with their terms of appointment and undertake regular site inspections.

## **11. Building Management, Commissioning and Maintenance**

- 11.1 Liaise with Client/Agents on practical management, maintenance programmes pending occupation.
- 11.2 With assistance from consultants and contractors, arrange handover after operational tests and full commissioning of services.
- 11.3 Liaise with Client/Agent/consultants on commissioning and equipping programmes. Check that the Health and Safety File is delivered to the Client by the CDMC, and to the extent not included in the document arrange for contractors' and consultants' maintenance and cleaning information, maintenance manuals, test certificates, guarantees, operating instructions, 'as-built' drawings and 'as installed' diagrams to be forwarded to the Client.

NEW COLLEGE DURHAM - PROPOSED TECHNOLOGY BUILDING EXTENSION - BUDGET COST APPRAISAL		
ITEM	DESCRIPTION	RECONCILED WORK VALUE
<b>MEASURED WORKS</b>		<b>£</b>
1	Demolition & Alterations	£169,855.00
2	Specialist Removal / Installation	£22,500.00
3	Substructures	£370,421.00
4	Frame	£212,765.00
5	Upper Floors	£107,736.00
6	External Walls	£266,285.00
7	Stairs	£29,000.00
8	Roof Coverings	£216,538.00
9	Internal Walls	£160,745.00
10	Ceilings	£29,160.00
11	Floor Finishes	£62,964.00
12	Decoration	£30,181.00
13	Joinery	£41,475.00
14	FF&E	£27,610.00
15	Mechanical, Electrical & Plumbing Installations	£899,200.00
16	Lifts	£30,000.00
17	BWIC	£44,960.00
18	External Services	£20,000.00
19	Drainage	£82,110.00
20	External Works	£15,000.00
22	Provisional Sums	£50,000.00
<b>PRELIMINARIES</b>		
23	Preliminaries Generally @ 12%	£346,620.60
<b>CONTINGENCY</b>		
24	Contingency @ 10%	£288,850.50
<b>PROFESSIONAL FEES</b>		
24	PROFESSIONAL FEES @ 10%	£352,397.61
<b>Sub-Total</b>		<b>£3,876,373.71</b>
25	<b>SUBCONTRACTED FEE PERCENTAGE @ 2.65%</b>	£93,538.46
26	<b>DIRECT FEE PERCENTAGE @ 2.65%</b>	£9,185.45
27	<b>SCAPE FEE @ 0.50%</b>	£19,895.49
<b>Total</b>		<b>£3,998,993.10</b>
GIFA		2810
Rate / m2		£1,423.13

