**RFQ 173 Further Education Capital Allocation (FECA) projects 2020-21**

**Stage 1 Tender Document**

For

City College Plymouth

A picture containing text, outdoor

Description automatically generated

At

Pace Building, 15-17 Union Street, Plymouth, PL1 2SU

And

Digital Village (Library/Stem Building), Kings Road Centre, Devonport, PL1 5QG

**CONFIDENTIAL – SUBJECT TO CONTRACT**

Date – 22nd January 2021

Status – Tender Stage 1

**Contents**

**PART A – Project Information**

1. Project Details
2. Project Team
3. Background & Project Description
4. Project Information
5. Programme

**PART B – Tender**

1. Instructions for Tendering
2. Evaluation criteria
3. Preliminaries
4. Draft Building Contract Conditions
5. Quality Questionnaire
6. Pricing and Resource Schedules

Appendix 1 Project Information (Drawings, specifications, surveys, photographs)

Appendix 2 Project Programme

Appendix 3 Draft Contract Conditions (Based on JCT ICD 2016)

Appendix 4 Pricing and Resource Schedules

Appendix 5 Quality Questionnaire Document

Appendix 6 CCP Conditions of Purchase of Goods/Services

Appendix 7 Agreement conditions acceptance and declaration form

**PART A – Project Information**

**1.0 Project Details**

|  |  |
| --- | --- |
| Project Name | Further Education Capital Allocation (FECA) projects 2020-21 |
| Description of work | Refurbishment and Remodelling of Pace Building and Digital Village (Library/Stem Building) |
| Employer | City College Plymouth (CCP hereafter) |
| Location | Pace Building,  15-17 Union Street,  Plymouth,  PL1 2SU  Digital Village (Library/Stem Building)  Kings Road Centre,  Devonport,  PL1 5QG |
| Project Manager | Paul Bennett, Ravenslade Ltd |
| Programme | PACE Building 15 weeks including enabling works (strip out)  Digital Village (10 weeks) |
| Client Budget | Circa £0.5m (incl Prelims & OH&P) |
| Form of Procurement | Traditional, two-stage, JCT 2016 ICD (Contract TBC) |
| Current RIBA stage | Stage 3 |
| Main Contractor Selection | Stage 1 – Price Evaluation (Prelims & OH&P)  Stage 2 – Negotiated (open book) Tender |
| Stage 1 tender return date | **No later than 17.00pm 29th January 2021** |
| Notice of stage 1 Contract award | 8th February 2021 |
| Anticipated stage 2 Tender release | 25th February 2021 |
| Start on Site | PACE Building 25th March 2021  Digital Village 10th May 2021 |
| Anticipated Completion | PACE Building 15th July 2021  Digital Village 16th July 2021 |
| Sectional Completions | Yes – project to be delivered in Sections as detailed on the Programme |

**2.0 Professional Team**

**Design Team**

|  |  |  |
| --- | --- | --- |
| Contact | Role | Company / Contact |
| Paul Bennett | Project Manager | Ravenslade Limited  [pbennett@ravenslade.co.uk](mailto:pbennett@ravenslade.co.uk)  01392 367979  07857 887973 |
| Pete Rice | Quantity Surveyor | Ravenslade Limited  [price@ravenslade.co.uk](mailto:price@ravenslade.co.uk)  01392 367979  07590 847653 |
| Dale Beeson | Architect/Principal Designer | Architects Design Group  [dale.beeson@architects-adg.co.uk](mailto:n.holt@gjrarchitects.co.uk)  01752 388888 |
| Stephan Oatway | MEP Consultant | Oatway Design  [s.oatway@oatwaydesign.co.uk](mailto:s.oatway@oatwaydesign.co.uk)  01752 569365  07801 495228 |
| **Other Consultants** |  |  |
| Contact | Role | company |
| Cheryl Couling | Building Control | Plymouth City Council  [Cheryl.couling@plymouth.gov.uk](mailto:Cheryl.couling@plymouth.gov.uk)  01752 304303 |

**3.0 Background and Project Description**

City College Plymouth (CCP) has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential. The College operates on two sites within the city, serving 12,449 students and employing over 600 staff. The College operates year-round, with opening times from 0800-2100 on some days.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be ‘Good’ with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region’s employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business’ requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government’s national ‘FE Choices employer satisfaction survey 2016 to 2017’ - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,449 – comprising of: 4,024 full-time students, including 604 higher education students and 145 non-EU students; 8,425 part-time students; and 1,594 apprentices. The College also employs over 600 staff.

CCP has recently been granted ESFA Capital Funding for works and upgrades to the College. The College has identified two projects that it is planning to undertake in 2020-21 & 2021-22 financial years. The PACE building located in Union Street, Plymouth is the first priority and the current requirement is for funding to be expended by the 31st March 2021, however a limited extension has been requested by CCP. The refurbishment and remodelling of the three storey PACE building will form section 1 of the build contract.

Section 2 will incorporate the creation of the “Digital Village” concept at CCP’s Kings Road campus. The works will involve the refurbishment and remodelling of the existing library and associated ancillary spaces, including in the adjoining STEM building.

**4.0 Project Information**

The following project information is included in Appendix 1, as listed in the Appendix:

1. Drawings (Architect Interior design consultant)
2. Specifications (MEP strategy)
3. Surveys (HSG 264 asbestos survey)
4. Scope of building works (Digital Village)
5. Existing plans (Digital Village)
6. Site photographs (On request due to upload/size limits)
7. **Project Programme**

Included in Appendix 2. Please note that the project will be delivered in Sections.

**PART B – Tender**

1. **Information for Tenderer’s**

The Employer, City College Plymouth of Kings Road, Plymouth, PL1 5QG, is desirous of receiving a stage 1 tender return, including a full response to the qualitative and price questions included in these documents.

* 1. **Introduction**

It is the intention of the Employer to appoint a single contractor using a two-stage tender process.

The stage 1 tender must be completed, and all the required information must be submitted in accordance with the instructions below. A tender which does not comply may be rejected by the Employer whose decision on such matters shall be final.

If the Contractor cannot tender for any part(s) of the work as defined in this document the Project Manager must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender.

* 1. **Confidentiality**

The tender documents and any addenda thereto and electronic media are confidential, contain proprietary information belonging to the Employer, and may not be wholly or partially reproduced or disclosed (other than for the purpose of submitting a tender), without the prior written permission of the Employer.

* 1. **Collusion Between Tenderers**

Every person or body submitting a tender in respect of this enquiry shall do so in accordance with the following conditions: -

* + 1. The tender shall be a bona fide tender and shall not be fixed or adjusted by or in accordance with any arrangement with any other person;
    2. The Tenderer shall not communicate to any person the amount, or approximate amount, of the tender, or proposed tender, except where the disclosure in confidence of the approximate amount of the tender is necessary to obtain insurance premium or bond quotations for the purpose of the tender;
    3. The Tenderer shall not enter into any arrangement with any other person such that the other person shall refrain from tendering or as to the amount of any other tender to be submitted;
    4. The Tenderer shall neither offer nor agree to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing in relation to the tender any act or thing of a nature described above.

In the event of any breach the Employer shall be entitled at his discretion to determine any contract or agreement made pursuant to the tender and to claim damages from the Tenderer.

* 1. **Tender Costs and Acceptance**

The Employer will not be liable for any costs incurred in the preparation and submission of the tender or the provision of any additional information requested by the Employer, or for the Tenderer’s attendance at any pre- or post-tender meetings.

The Employer offers no guarantee that the lowest or any tender will be accepted. Responses to this tender invitation will not in any way bind CCP to accept any proposal put forward by respondents.

* 1. **Tender Queries**

Should the Tenderer find discrepancies in, or omissions from the tender documentation, should the intent or meaning appear unclear, or should any question arise relating to the documents, the Tenderer shall request clarification from the Employer.

* + 1. You may contact the following person if you have any questions or require clarifications:

Adam Baker

Procurement Officer

Phone: 01752 305313

Email: tenders@cityplym.ac.uk

All correspondence during the tender period should be channelled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

* + 1. Please ensure that your query is entitled with the following key information:

‘Tender Query – CCP FECA – [Brief Description of Query]’

* + 1. Any information that is dispensed in response to requests for clarification will be distributed to all the Tenderers involved in this process as opposed to solely the organisation that requested the information. The only circumstance in which this procedure may be waived is if a tenderer considers their enquiry to be innovative to their specific offer in which case this should be clearly communicated within the correspondence. The Employer will decide whether the request for information is deemed “innovative” to the applicant’s offer and if not considered to fall within that category the applicant will be informed so they may decide whether to continue with this line of enquiry.
  1. **Information to be Provided by the Tenderer**

The Tenderer shall provide the following information as part of his tender submission:

* + 1. Answers to quality questionnaire included below, item 10. Maximum of one A4 page per answer unless stated, minimum font size 11.

* + 1. Priced Submissions:

1. Contractors Preliminaries – Staff (Fixed)
2. Contractors Preliminaries – Other (Fixed)
3. Overhead & Profit % and Total (Fixed)
   * 1. The following supplemental information will also be required for review by the Employer:
4. Current Anti-Slavery Policy
5. Current Anti-Bribery Policy
6. Current Environmental Policy
7. Public liability Insurance
8. Health and Safety policy and relevant memberships
   * 1. Signed Appendix 7 Agreement conditions acceptance and declaration form
   1. **Compliant Offers**

The Employer wishes to receive a fully compliant Tender made without qualification. Qualification may only be made in relation to requirements of the Employer which the Tenderer feels unable to comply with under any circumstances, or at any price. If the Tenderer wishes to make any qualifications this must be done by clearly indicating the item as a qualification and providing full details and the reason for each qualification**.**

Notwithstanding the above, the Employer reserves the right to disregard the Tenderer’s offer if it contains qualifications or omissions.

* 1. **Alternative Offers**

In addition to the compliant offer the Tenderer may put forward alternative offers for the Employer’s consideration. Alternatives may relate to methods of work execution, but must bring benefits in terms of cost, time or quality, ideally to both the Employer and the Tenderer. Any alternatives shall be clearly titled and described.

* 1. **Pricing Errors**

Should a genuine error be discovered in the Tenderer’s pricing during the evaluation period the Tenderer may be given an opportunity of confirming his offer or of amending it to correct the error.

* 1. **Tender Results**

On completion of the tender process and successful award of a contract, a briefing on the assessment of the Tenderer’s offer will be provided if requested.

* 1. **Supporting Information**

Supporting information will not form part of the formal tender submission as detailed in 6.6 above. Tenderers are requested to contain their responses to the page limits where stated.

* 1. **Submission of Documents**

Electronic submissions in response to this Stage 1 ITT are required and must meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

Document standards:

* Text must be in Microsoft Word format;
* Price tables must be in Microsoft Excel format (using pricing schedule in Appendix 4);
* Supportive evidence may additionally be submitted in PDF format;
* Tenders will be rejected if they are not properly completed.
* Images, Designs, and other supporting evidence may be in either JPEG or PDF format.
* Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.

WARRANTY: By submitting your tender bid, you are warrantying to the College that you have not breached our canvassing or soliciting clause. If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

* 1. **Stage 1 Tender Return Date**

The final tender is to be returned not later than **17.00pm on 29th January 2021**. Tenders

must be returned to the address outlined in 6.12 above. Tenders will be accepted via

email.

* 1. **Freedom of information**

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held as confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

* 1. **General Data and Protection Regulation (GDPR) 2018**

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

**Please also note colleges Terms and conditions Appendix 6 and** **sign and return Appendix 7 Agreement conditions acceptance and declaration form.**

1. **Evaluation Criteria**
   1. **Tender Evaluation**

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be downselected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 3 months from the date fixed for the submission or lodgement of tenders.

* 1. **Award Criteria**

Please note that the following weightings are indicative, and the Employer reserves the right to change these weightings without notice.

|  |  |
| --- | --- |
| **Element** | **Weighting** |
| **Pricing (Preliminaries, Overheads and Profit)** | **60%** |
|  |  |
| **Qualitative Elements** |  |
| 1.   Proposals for the Project Team | **10%** |
| 2.   Experience (Education, Refurb, Operational Environment) | **10%** |
| 3.   Programme | **10%** |
| 4. Covid risk assessments and method statements | **10%** |
| **Total:** | **100%** |

**(Please note for qualitative questions 1-4 where questions are in two or more parts that all parts will carry an equal weighting).**

* 1. **Interview –**

Please note the date for Contractor interviews for shortlisted tenderers will be the **4th February 2021**. The format of the interview will be confirmed to the shortlisted tenderers. We would anticipate the format to include a short presentation of organisational capability and experience followed by a series of questions from the client team with a total duration of circa 1 hour.

1. **Preliminaries**
   1. The pricing element carries a percentage weighting as stated in the table above.
   2. The Tenderer is to complete the Pricing and Resource schedules attached at Appendix 4. Resource allocations must be completed fully to demonstrate the level of resources that will be employed on the project.
   3. Contractor’s Preliminaries allowances must include the following items:
      * + - Access Scaffolding
          - Access equipment
          - Roof edge protection (M&E Installations)
          - Cranes and Lifting Equipment
          - Waste disposal
          - Hoardings, fencing, protection of existing finishes
          - Welfare
          - Site security/CCTV
   4. Within Preliminaries staff costs the tenderer shall include the total cost for all grades of staff that are to be employed on the project, including their estimated hours and hourly rate. These rates will be fixed for the duration of stage 1 and be taken forward to stage 2.
   5. The Providers Preliminaries shall allow for the anticipated total programme duration of **25** weeks:

The Providers Preliminaries shall also take account of the sectional completion requirements shown on the programme.

Enabling Works – 4 weeks

Section 1 PACE Building – 11 weeks

Section 2 Digital Village – 10 weeks

commencing February 2021 with completion during June 2021. If the Provider wishes to offer an alternative programme, this will only be considered if it accompanies a fully priced compliant bid.

* 1. Please identify and allow within Prelims Employer’s Requirements for the following Employer Specific Requirements.
     + - * PPE for 6 people (hat, gloves, boots, Hi-Viz jacket, eye protection)
         * Registration to the Considerate Constructors Scheme (CCS).
         * Enhanced DBS checking required for all Contractor employees and his appointed Subcontractors for Section 2 Digital Village at the Kings Road Campus.
  2. The estimated construction cost stated in Appendix 4 Pricing and Resource Schedules (excluding Prelims, OH&P) is provided for context only and will not form part of the evaluation.
  3. The Contractor shall be aware of any Contractor Designed Elements listed in the Draft Building Contract (Appendix 3) and make due allowance for management and coordination of these items within his priced submission.

1. **Draft Construction Contract**

The Draft Construction Contract is based on the JCT ICD 2016.

The Preliminaries/Draft Contract Conditions are attached at Appendix 3

1. **Quality Questionnaire – Please note that an editable MS Word version is attached separately in Appendix 5**

|  |  |
| --- | --- |
| **Q1 – Proposals for the Project Team** | |
| **Weighting** | **10%** |
| **Question** | *Please outline your proposed project team including summary CV’s. Your response should include comments on why you consider the individual skills of the team members to be appropriate for this project and their availability for the proposed construction works* |
| **Answer** |  |
| ***Response to be limited to two A4 pages*** | |

|  |  |
| --- | --- |
| **Q2 - Company Experience (Education, Refurbishment, Live Environment)** | |
| **Weighting** | **10%** |
| **Question** | *2a) With reference to this specific project, please outline the expertise that your company has of:*   * *Refurbishment and remodeling of education buildings* * *Management of refurbishment projects in operational environments*   *2b) With reference to previously completed projects please reference 3 key ‘lessons learned’ and how you would approach these issues on the FECA project* |
| **Answer** |  |
| ***Response to be limited to two A4 pages*** | |

|  |  |
| --- | --- |
| **Q3 - Programme** | |
| **Weighting** | **10%** |
| **Question** | *3a) A key element of this project is completion to the agreed timescales as funding for the project is time limited. With reference to the indicative construction programme in Appendix 2 please provide two examples of projects completed to strict time constraints*  *3b) With reference to the indicative construction programme and the design information provided please highlight three specific areas of the project where there is a high risk of programme slippage, and state the actions that you would take to address these risks* |
| **Answer** |  |
| ***Response to be limited to one A4 page*** | |

|  |  |
| --- | --- |
| **Q4 – Covid-19** | |
| **Weighting** | **10%** |
| **Question** | *Please provide your current Covid-19 Risk Assessments and Method Statements* |
| **Answer** |  |
| ***Response to be limited to 10 A4 pages*** | |

1. **Pricing and Resource Schedules**

Please see Appendix 4. The Tenderer shall complete all yellow boxes on the schedules provided and must ensure that all calculations are checked for arithmetically accuracy. The estimated construction cost is provided as a guide only and will not form part of the overall evaluation.

The Tenderer shall note that it is the Employer’s intention to develop the design during RIBA Stage 3 & 4 with input from the appointed Contractor as requested. At the end of RIBA Stage 4 the appointed Contractor will be asked to submit a formal tender for the full cost of the works. The Contractor’s stage 2 tender will be prepared on an ‘open book’ basis with the involvement of the Employer’s appointed Quantity Surveyor and Project Manager as required. The Contractor will be required to demonstrate the standards of market testing in accordance with City College Plymouth’s Financial Regulations and Standing Orders. Quotations and workings must be provided to the Employer’s appointed representatives when requested.

**Appendix 1 Project Information (Drawings, specifications, surveys, photographs)**

**1. PACE Building:**

* **Architectural (ADG)**

|  |  |  |
| --- | --- | --- |
| **Drawing No.** | **Drawing Title** | **Rev** |
| 010 | Ground Floor Plan Existing and Proposed Layouts | B |
| 011 | First Floor Plan Existing and Proposed Layouts | A |
| 012 | Second Floor Plan Existing and Proposed Layouts | A |

* **Building Regs Notes.doc**

Document Title: 21701: City College- PACE Building - Outline Specification / Building Regulation Notes – To follow w/c 25/01

* **Interiors (For information only – Loose F&E to be procured by the Employer)**

|  |  |  |
| --- | --- | --- |
| **Drawing No.** | **Drawing Title** | **Rev** |
| CCP-256-G100 | Proposed Ground Floor | B |
| - | City College PACE Building Presentation | - |

* **MEP (Oatway Design)**

|  |  |  |
| --- | --- | --- |
| **Drawing No.** | **Drawing Title** | **Rev** |
| - | P1246 - M&E Preliminary Scope of Works P0 | P0 |

* **R&D Asbestos Survey**

By Applecliff (To Follow w/c 25/01)

* **Site Photographs** (On request due to upload/size limits)

**2. Digital Village:**

* **City College Plymouth, Digital Village Stage 1 Brief**
* **Digital Village Conceptual Ideas**
* **Existing plans (note refurbishment/remodeling areas highlighted in orange)**

|  |  |  |
| --- | --- | --- |
| **Drawing No.** | **Drawing Title** | **Rev** |
| - | Kings Road Tower 1st flr (inc Lib)-Layout1 (markup) | - |
| 002 | STEM Level-1 (markup) – First Floor Plan – Media & Digital | P5 |
| - | Kings Road Site Plan-Layout1 | - |

* **MEP (Oatway Design) – Information as referenced for PACE Building above**
* **Site Photographs** (On request due to upload/size limits)

**Appendix 2 Project Programme**

* **City College FECA Master Programme -v2-210121**

**Appendix 3 Draft Contract Conditions (Based on JCT ICD 2016)**

* **FECA Preliminaries JCT ICD 2016**

**Appendix 4 Pricing and Resource Schedules**

* **Appendix 4 - CCP FECA Pricing Schedule**

**Appendix 5 Quality Questionnaire Document**

* Appendix 5 - Quality Questionnaire

**Appendix 6 CCP Conditions of Purchase of Goods/Services**

**Appendix 7 Agreement conditions acceptance and declaration form**