700249329 -

Provision of a Smart Working Environment for Leach Building, Navy Command Headquarters

Pre-Tender Questions and Responses

1) What are the business team numbers including team managers?
   The structure of the HQ is changing under Navy Transformation. The following Business Areas will require engagement:
   - Finance Branch
   - Media Comms/ Pol Sec
   - Develop
   - Personnel & Training
   - NEST/ Portfolio Office
   - Generate
   - Support/ Infrastructure
   - Navy Executive Committee
   There are ca 850 desks in the building over five floors.

2) Your existing approach to Smart Working - have you introduced the concepts referred to in their introductory brief to the occupants?
   Yes, staff have had an introductory brief.

3) What are the current meeting room numbers and use (how frequently are they used)
   Very frequently used, 12 x large rooms (8-30 pers) and 13x small rooms (4 pers).

4) Will meetings be held on site in a single building or elsewhere? On site.

5) Will there be a requirement to carry out alterations to the building to enable Smart working to be implemented ie will walls or partitions need to be altered and associated services which may in turn required Building Regs approval?
   There will be no changes to the building physical infrastructure.

6) Is the building listed? No.

7) What is the expected date for occupancy?
   The building is currently occupied, areas will be vacated when required to deliver the new layout.

8) The tender suggests that we have 1 month to complete the workplace consultancy, concept and detailed design for circa 850 people. That is an incredibly tight timescale! I assume there would be a mid-month presentation of the data findings and the first draft design
   Yes, it is a tight time frame that we are working to and we would expect to see the data findings and first draft mid-month/3rd week in March.

9) Does Detailed design refer to construction issue drawings? Or is this referring to RIBA stage 3: Developed design? I appreciate the approach would depend on their procurement route
   The detailed design should include how each floor would be laid out, detailing the specific furniture, power/IT points, how break out areas are laid out, how meeting rooms are designed, decoration colours/artwork suggestions.

10) It mentions that data in Amber and Red zones cannot be collected with portable electronic devices. Is it possible to use paper for these floors while in the space and transfer to electronic system once vacated from the space?
    Yes manual collection of data on clip boards is permitted in AMBER zones.

11) Do you have the floorplans? We are unable to share floor plans of the building for security reasons. Potential suppliers may request the opportunity to visit Leach Building prior to submitting a tender. Working Days only between the hours of 08.30 and 17.30.

12) Is there a total project budget for the construction of the Smart Working Environment?
We are only able to provide details of the budget as relates to this specific requirement. As stated in the Invitation To Tender, the total budget for this requirement is £50,000 (excl VAT).

13) Please confirm the programme dates, may we ask if the deadline is set?
As stated in the Invitation to Tender, the deadline for Tender submissions is 11:00 Friday 07 February. Again, per the ITT the Contract start and end dates are 01 March 2020 and 31 March 2020.

14) Could we have the NIA (net internal floor area) for each floor?
To be confirmed.

15) Is the building currently moving towards Flexible Working or is this to be included as part of the tender?
We are currently in the process of moving towards Flexible Working and have issued all staff with laptops and docking stations. Wi-Fi services are available on each floor plate.

16) What brand of laptops are staff issued with?
HP.

17) Has a team been stood up to manage this project?
A working group has been set up to lead activity.

18) What is the demand for conference services?
There is a definite need for VTC (Video-Telephone Conferencing) and is currently managed via a dial-through BT facility. This can connect to any MOD site, but cannot be used to conference with locations external to MOD. Secret and Top Secret VTC facilities are available in some meeting rooms.

19) What is the PED (Portable Electronic Device) policy?
The building contains GREEN, YELLOW, AMBER and RED zones. PEDs are not to be used in AMBER or RED zones.

20) Does everyone have an allocated desk?
At present most do. The building is trying to move towards Flexible Working and some areas have been better at adapting than others.

21) If people are asked to move away from fixed desks, will they keep the pedestals?
In the event that people are moved from fixed desks, pedestals will be removed. People will be provided with a tray and locker.

22) Are all chairs standard?
Specialist chairs have been supplied for staff who have undergone a workstation assessment and where this has been recommended. "Standing up" desks are also in scope.

23) How many people are based on Whale Island?
Ca 2000.

24) Has anyone done a Utilisation Study before?
No.

25) Can Departments move or are they constrained to certain floors or by the PED policy?
Departments are able to move, providing they follow all relevant guidance/procedure.

26) What kind of security check would be required for suppliers?
All supplier personnel accessing Whale Island/Leach Building will require a BPSS check (Baseline Personnel Security Standard).

27) What are the facilities available to staff at lunchtime?
There is a pop-up outlet on the Ground Floor and a Bistro on the 4th Floor. Outside of the building there is a Café, a shop and Military Messes.

28) Who is the preferred / MOD furniture supplier referenced in the Statement of Requirements? Is there any scope to order from alternative suppliers?
Furniture should be sourced via the Defence Infrastructure Organisation preferred suppliers. If an item is available via this route, then items should be procured in this way. If an item is not available, there may be scope to order elsewhere.

29) Is there a readily available list of personnel?
Each department will hold a current list of staff based in Leach Building.

30) What is the iHub?
The iHub provides conference, telephone and laptop services for the building.

31) What is the potential for changing the IT infrastructure (e.g. base ports)?
The IT infrastructure will remain as-is.

32) Is the intention to replace or re-use existing furniture?
The intent is to replace.

33) What is the typical desk set-up in the building?
A typical desk is equipped with a docking station, two monitors, keyboard, mouse and telephone.

34) How old is the building?
Leach building was opened in 2004.

35) Has the building been modified since build?
No.