

NORWICH CITY COLLEGE

INVITATION TO TENDER

Title: *Digi-Tech Building Project – Appointment of Architects*

Reference number:

Deadline for receipt of tender proposals: *12 noon, Friday 16 November 2018*

Background

City College Norwich are seeking to appoint an Architectural Consultant to assist with the preparation of a Capital Bid for the construction of a Digital Technology Building. The bid will be submitted to New Anglia Local Enterprise Partnership (LEP) in response to the £19m call for capital projects which will boost skills and productivity in the East.

Successful projects will have a specific focus on the themes of **Skills, Innovation and Productivity** to deliver the ambitions of the Economic Strategy for Norfolk and Suffolk. The Strategy sets ambitious targets for the area, including growing our £35bn economy by £17.5bn in real terms by 2036, creating 88,000 new jobs and 30,000 successful new businesses and making measurable improvements to skills and productivity in the two counties.

New Anglia LEP has signed a £290m Growth Deal with Government, which has helped to fund more than 30 projects across Norfolk and Suffolk since 2014, ranging from infrastructure and flood defences to innovation centres and business support programmes. This total investment is forecast to attract £628m extra investment over the next ten years.

Successful projects will ideally deliver against both of the following priority themes:-

Driving business growth and productivity:

- Prioritise digital and physical infrastructure projects to support businesses to develop and provide the opportunities that new and existing firms need to grow.
- Establish new centres of excellence to improve productivity and innovation, providing new skills for business leaders and employees.

Driving inclusion and skills:

- Prioritise capital investment on provision that will deliver the future skills our sectors and workforce need.

Projects must respond to the game changers identified for our Local Industrial Strategy, i.e. Agri Food, ICT and Clean Energy.

The funding is available through the Capital Growth Programme ('Growth Deal'). It must contribute to one or more of the following key outputs of the programme:

- New high-quality jobs
- New businesses
- New learners/ apprenticeships
- Match funding (private and/ or public).

The deadline for applications on Friday 11 January 2019. Project appraisals will take place in January and February 2019, with the announcement of successful projects anticipated to take place in early April 2019.

Introduction

The proposed new Digi-Tech Building will meet the key priority themes of the LEP. Building on the existing IT and Digital Arts courses currently delivered by City College Norwich, the new building will deliver following outcomes and benefits:-

- Increased 16-18 and apprenticeships numbers in digital industries
- Better embedding of digital skills in other 16-18 programmes preparing young people for the workforce
- Creation of a clear focussed facility to bring together industry and education to continue to shape future skills training needs
- Improving Adult Basic Digital Skills
- Extend and further develop the existing Digital aspects of Creative Arts and enhance the importance of Creative Digital Work

Current Status

CCN have submitted an expression of interest to the LEP.

The next process will be the selection and appointment of the Consultant Team to develop the project to RIBA Stage 2

A Briefing Document and Project Timeline have been produced to supplement this Invitation to tender.

A Site has been identified on the CCN Ipswich Road Campus, with the proposed Digi-Tech Building forming the next phase in the over-arching CCN Estates Strategy. The building will replace the existing Southwell Building and complete the 2-stage development of the Creative Arts Building, opened in 2014

Requirements

A key component of the Bid will be supplementary information demonstrating the viability of the project, particularly that it is developed sufficiently to achieve the timescales for delivery, ie January 2021.

To demonstrate this, the tender process seeks the procurement for all architectural services to develop the project to RIBA Stage 2.

Should the bid to the LEP be successful, it is likely that the College will tender again for Architectural services from RIBA Stage 3 - 7

The primary outcomes from the Tendered Services will be:

- Prepare Building Design to meet the requirements of the client's brief

- Prepare Stage 2 Concept Design Document, including outline proposals for structural design, building services systems, Breeam appraisal, outline specifications and preliminary cost information along with relevant Project Strategies in accordance with Design Programme.

To achieve this the following services will be required:-

- Develop Project Objectives, including Quality Objectives and Project Outcomes,
- Identify Sustainability Aspirations,
- Identify Project Budget,
- Identify parameters and constraints and develop Initial Project Brief.
- Undertake Feasibility Studies and review of Site Information
- Advise on Contractual Options for project delivery
- Assist in the assembly of Project Team
- Prepare Project Roles matrix
- Carry out pre-planning consultation
- Prepare Handover Strategy and Risk Assessments.
- Agree Schedule of Services, Design Responsibility Matrix and Information Exchanges a
- Prepare Project Execution Plan including Technology and Communication Strategies and consideration of Common Standards to be used.
- Agree alterations to brief and issue Final Project Brief.
- Prepare Sustainability Strategy, Maintenance and Operational Strategy and review Handover Strategy and Risk Assessments.
- Undertake third party consultations as required and any Research and Development aspects.
- Review and update Project Execution Plan.
- Consider Construction Strategy, including offsite fabrication, and develop Health and Safety Strategy.

We are looking for an architectural practice to work as lead designer, providing support in the initial stages of the project development, building on the work already undertaken during the feasibility study. The successful Architect will work alongside the client's representative, Jon Bonham, Director of Estates and Facilities, Norfolk Educational Services and key members of the Estates and Facilities Team.

The successful architectural firm will be able to demonstrate;

- Ability to articulate well defined, contemporary design solutions within the confines and limits of a city centre site and predominately residential area. This should include examples of published projects within the last 5 years
- Ability to work within tight budgets and use innovative approaches to ensure maximum benefit of any investment.
- Ability to work well with a range of stakeholders
- A successful approach to communication
- Proven track record of working to time and budget
- Proven track record of delivering complex projects of a similar nature
- Sound financial standing
- Experience of, and an empathetic approach to, working within the Education Sector and more specifically the area of Digital Arts

Appointment/Scope of service

The appointment will be made with an agreed RIBA standard form of appointment against an agreed, fixed fee.

Project Timetable

Refer to Project Timeline (Appendix 1)

Duration of Contract

The contract will be for a period leading up to the submission of the Bid to the LEP in mid-January 2019. Should the bid to the LEP be successful, it is likely that the College will tender again for Architectural services from RIBA Stage 3 - 7

Service Levels

Appropriate service levels will be required, in accordance with the standards laid out by RIBA.

Escalation Procedures

In the event of a major problem, a list of contacts will be required to manage any problem to a successful conclusion.

Account Management

In performing the services required under this contract the Consultant will report to the Client Representative, Jon Bonham, Director of Estates and Facilities, Norfolk Educational Services.

Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

Management Reporting/review meetings

Regular reporting / review meetings will be required with the Client representative. These will not necessarily be face-to-face but could be via teleconference / video conference.

The successful applicant will be required to attend design and site team meetings as part of the normal course of the design development.

The Client Representative reports regularly to the College Principal and Board of Governors. Contribution to these reports will also be required.

Documentation

All drawings, publications and other matter will be the property of City College Norwich.

Payment Structure and billing requirements

Payments will be on invoice to City College Norwich against an agreed payment structure at the satisfactory completion of the RIBA stages.

Tender Response Requirements

You are requested to submit no more than 20 sides of A4 (or 10 sides of A3) paper, including appendices.

Please supply us with **four** copies of your submission, along with an electronic version (PDF format).

You should include in your submission:

- Details of how you meet the requirements detailed above
- Information about your practice and the key personnel for this project, and examples of your work.
- Previous experience of providing similar services
- Quality assurances procedures
- Project methodology
- Suggestions for service level agreements, management information and reporting based on any existing arrangements you may have.
- Detailed project plan
- Implementation plan
- Pricing
- Photographs, drawings, published articles as appropriate.
- 3 client references, including contact details and confirmation that we may contact your referees
- **one copy** of the *Tender Supplier appraisal form*

Evaluation Criteria

criteria	weighting
Strength of the proposal for delivering the project outcomes, including previous experience within the Educational/Digital Arts Sector	50%
Cost	30%
Processes and procedures to ensure quality of staff provided	10%
Experience of designing and delivering projects to meet milestones and budgets	5%
Evidence of good working practice to include current equal opportunities policy and approach to sustainable development	5%

Instructions to tenderers

Please submit your tender offer in accordance with the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by City College Norwich as confidential at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between City College Norwich and any other party, can be considered a contract or agreement at this stage.

All correspondence in relation to this tender, including tender submissions, should

be addressed to:
Allison Parkinson White
Procurement Officer
Norfolk Educational Services
Norwich City College
Ipswich Road
Norwich
NR2 2LJ

Tel: 01603 7734477

Email: allison.parkinson-white@ccn.ac.uk

Expressions of interest should be emailed to Allison Parkinson White, and the formal tender documentation should be posted or mailed. If you are using a courier service, they should be directed to the Main Reception at Southwell Building, City College, Norwich.

Tender Timetable

Tender Notice posted	<i>05/11/2018</i>
Expressions of interest deadline(via email)	<i>09/10/2018 at 5 pm</i>
Tender response deadline	<i>16/11/2018 at 12 noon</i>
Interviews	<i>w/c 19/11/2018</i>
Anticipated contract award	<i>23/11/18</i>

Compliance

City College Norwich reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

City College Norwich reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Prices

In order to encourage fair and open competition, our policy is not to provide tenderers with a budget figure for the proposed work.

You should express your fee as a fixed sum.

You should list any exclusions from your fee.

You should provide a day rate cost for any out of scope work for each member of your team.

You should provide a cost for all disbursements that you intend to charge over and above your percentage fee.

You should provide a breakdown of your percentage fee against the RIBA Stages 0-2.

Submit all prices in pounds sterling and indicate VAT separately, if applicable.

Prices should be fixed and firm for the duration of the contract.

Contract and duration

City College Norwich will award the contract to the successful tenderer and negotiate the specific terms. The final award of the tender is always subject to the parties agreeing to all terms of the contract.

Please note that City College Norwich intend to publish online the final awarded contract and any associated documentation. If you have any concerns about the future publication of sensitive information you should raise these within your tender proposal.

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to City College Norwich is open for acceptance for 60 days from the tender closing date.

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

City College Norwich reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

City College Norwich is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Information and questions

If you need us to clarify the documentation or if you have further questions regarding the tender process, write to the Procurement Officer at the address above quoting the tender reference number, preferably via email. We will try to respond to reasonable requests for further information within the timescale of the tender.

City College Norwich reserves the right to advise all other tenderers of material questions and the answers supplied without disclosing the source of the enquiry.

Site visits

If you require a site visit before submitting your tender, please email the Client Representative, jonathan.bonham@ccn.ac.uk

Return of Tender

Send 4 copies of your tender including all documentation in a plain sealed envelope or package by no later than 12 noon, Friday 16th November 2018 to the address provided above, marking it clearly **“CCN Digi-Tech Building Architectural Services Tender”**.

Any tender delivered after that time for any reason may be discounted.

In your tender response, clearly indicate the names and addresses of any subcontractors you intend to use to provide the services, and the scope of work you will employ them for.

Send 1 copy of the *Tender Supplier Appraisal Form*, included in the Tender Pack.

City College Norwich is not responsible if all or part of your tender is not received. You should use a traceable dispatch system. In the event of a dispute, you are responsible to prove the tender was delivered.

Post-tender interviews

Shortlisted Tenderers will be invited to attend post tender interviews to present your proposals. You are responsible for all your expenses when attending such interviews. Interviews will take place in the week commencing 19th November 2018 at City College Norwich.

City College Norwich reserves the right to conduct post-tender negotiations with one or more tenderers.

Supplementary Information

- City College Estates Strategy Update
- Project Timeline
- Tender Supplier Appraisal Form