

Norfolk and Norwich University Hospital NHS Foundation Trust

Redevelopment of Davison Unit, Cromer & District Hospital

Expression of Interest and Instructions 4100223

10 May 2019

Originated by: Paul Eglington Approved by: David Newson

Version: 1

Status: Draft



Contents

1.	Instructions to applicants1
1.1	Submission of EOIs1
1.2	Completion of the EOI1
1.3	EOI clarifications
1.4	Costs and expenses
1.5	Official EOI amendments
1.6	Canvassing and collusive behaviour
1.7	No Inducement or incentive4
1.8	Consortium4
1.9	Contact point5
1.10	
1.11	Freedom of information6

Appendices

Appendix A - Project Information

Appendix B – Expression of Interest Information Required

1. Instructions to applicants

The Contracting Authority is seeking Expressions of Interest from suitably qualified building contractors for the alteration and extension of the existing Davison Unit at Cromer and District Hospital.

The brief description of the scope of work is included in Appendix A. Any specific requirements of the submitted EOIs are included in Appendix B.

These instructions are designed to ensure that all Applicants are given equal and fair consideration.

1.1 Submission of EOIs

No unauthorised alteration or addition (save for the inclusion of the relevant information) should be made to the Expression of Interest (EOI). EOIs must not be qualified in any way and must be submitted strictly in accordance with the EOI, including these instructions. EOIs must not be accompanied by any documentation that may be construed as rendering the EOIs equivocal and/or placing it on a different footing from any other EOI.

To be considered, completed EOIs must be:

- Received by the Contracting Authority (or nominated Procurement Consultant) by only:
 - Electronic Copy: Uploaded to the SourceDogg.com ePortal by no later than 23:59 Hours on 26 May 2019 or such later date as the Contracting Authority notifies to Applicants. Individual files uploaded should be no larger than 10MB in size and any complete submission should not exceed 30MB in total. Further guidance on uploading to the ePortal can be found in the User Guides section.
- Only EOIs received through these means will be accepted. The Contracting Authority reserves the right to reject completed EOIs received after the closing date and time.

1.2 Completion of the EOI

This document is not a tender document but does form part of the pre-qualification process to receive a tender. This is in accordance with the "Restricted Procedure" as defined in The Public Contracts Regulations 2015 (as amended).

The Applicant is to consider the contents provided within this EOI and all associated documentation. If the Applicant is unable to fulfil the needs of the Contracting Authority, then please confirm as a courtesy the intention to withdraw from the process to the ePortal.

The Applicant is to respond to all questions posed within this EOI Submission. The Applicant is to review and respond to each question in full, ensuring that all information is provided without ambiguity.

It is important that Applicants provide all the documentation asked for in the format and order specified.

Applicant should adhere to any page / word limits specified. Any response exceeding the designated page limits will be disregarded beyond that limit.

The Applicants should note that the font to be used in all responses is Arial, the size is to be 11 and the colour black. Emphasis by colour change, italics, bolding and underline is permitted but must remain within the size limits.

⁴¹⁰⁰²²³ Expression of Interest and Instructions

EOI responses are to be returned as 1 No. electronic copy submitted to the SourceDogg.com ePortal. No other format will be accepted. Missing pages, sections or wrongly inserted information may be scored as the lowest possible mark.

All submissions and all other communications must be in the English language.

The Contracting Authority reserves the right to disqualify a bidder or to terminate the procurement if any material misrepresentation is made in their EOI submission.

The Contracting Authority reserves the right to reject any EOI submission that is not submitted in accordance with the instructions given and their decision will be final.

The Contracting Authority reserves the right to amend, add to or withdraw all or any part of this EOI at any time during the procurement exercise.

The contents of this EOI, and that of any other documentation sent to you in respect of this selection process, are provided on the basis that they remain the property of the Contracting Authority and their appointed consultants and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this document and all associated documents immediately and not retain any electronic or paper copies.

Applicants are advised that their participation in this procurement process is to remain private and confidential to their own business with exception of those parties that are intended to be part of the supply of the service. Third parties engaged by the Applicant are also bound by the same requirements of this EOI document.

The Contracting Authority shall not be committed to any course of action as a result of

- issuing this EOI or any invitation to participate in this procurement exercise;
- an invitation to submit any response in respect of this procurement exercise;
- communicating with an Applicant or Applicant's representatives or agents in respect of this procurement exercise; or
- any other communication between the Contracting Authority and any other party.

Applicants shall accept and acknowledge that by issuing this EOI the Contracting Authority shall not be bound to accept any EOI and reserves the right to terminate the procurement and, where appropriate, re-advertise the procurement.

Applicants are advised to retain for themselves details of their submissions. The Contracting Authority reserves the right to make a charge if an Applicant requests a copy of its submitted EOI. Applicants must at all times

- comply with the Data Protection Act 2018 (DPA);
- indemnify the Contracting Authority against loss, destruction or procuring of data contrary to the DPA by the Applicant, its servants or agents;

Applicants should read these instructions carefully before completing the EOI. Failure to comply with these instructions for completion and submission of the EOI Response, and any additional instructions given by the Contracting Authority, may result in the rejection of the EOI. Applicants are advised therefore to acquaint themselves fully with the extent and nature of the Services.

4100223 Expression of Interest and Instructions

1.3 EOI clarifications

Please read all the notes and questions in the EOI Instruction and EOI submission document prior to completing, Applicants are responsible for satisfying themselves that they have obtained all information necessary for the preparation and submission of EOI responses.

All clarifications are to be communicated via the ePortal. Only clarifications raised in this way shall be responded to. Facsimile, telephone or oral enquiries will NOT be accepted.

Applicants may request clarification at any point up until 23:59 on 20 May 2019. Applicants are requested where possible to cross-reference questions to the relevant sections of the EOI.

The Contracting Authority will endeavour to answer all clarification questions as quickly as possible, but cannot guarantee a minimum response time.

All clarifications and non-commercially sensitive questions raised by the Applicants with their answers will be published on the ePortal from where the EOI was collected. It is the responsibility of the Applicant to periodically check for updates.

The Contracting Authority may not respond to any requests for clarification submitted or received after the latest date for submitting a request.

1.4 Costs and expenses

Applicants must obtain for themselves at their own responsibility and expense all information necessary for the preparation of EOIs. Applicants are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their EOI and all other stages of the selection and evaluation process. Under no circumstances will the Contracting Authority or their advisers, be liable for any costs or expenses borne by Applicants, sub-contractors, suppliers or advisers in this process.

The Contracting Authority reserves the right to cancel the procurement process at any point.

The EOI is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained within it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Contracting Authority and their advisors. No charge is levied against any bidder for the receipt of these EOI documents.

1.5 Official EOI amendments

At any time prior to the deadline for the receipt of EOIs, the Contracting Authority may modify the EOI by amendment. Any such amendment will be numbered and dated and issued by the Contracting Authority or selected consultants to all prospective Applicants. In order to give prospective Applicants reasonable time in which to take the amendment into account in preparing their EOIs, the Contracting Authority may, at its discretion, extend the deadline for receipt of EOIs.

1.6 Canvassing and collusive behaviour

Any Applicant who directly or indirectly canvasses any officials, members, employees or agents of the Contracting Authority concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official, member, employee or agent or concerning any other Applicant, EOI or proposed EOI will be disqualified. Any EOI or other documents submitted in respect of which the Applicant

• communicates to any person other than the Contracting Authority any information

- enters into any agreement or arrangement with any other person that such other person shall refrain from submitting EOIs or shall limit or restrict the information to be shown by any other Applicant in its EOIs and other documents; or
- offers or agrees to pay or give, or does pay or give, any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Applicant or any other proposed EOIs or other documents any act or omission; or
- has directly or indirectly canvassed any member or official of the Contracting Authority
 organisation concerning the acceptance of any EOIs or has directly or indirectly obtained
 or attempted to obtain information from any such member or official concerning any other
 EOIs submitted by any other Applicant

shall not be considered for acceptance and shall accordingly be rejected by the Contracting Authority provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Contracting Authority in respect thereof or to any criminal liability that such conduct by an Applicant may attract.

In submitting its EOI each Applicant warrants, represents and undertakes to the Contracting Authority

- it has not done any of the acts or matters referred to above and has complied in all respects with these EOI notes;
- all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Contracting Authority by the Applicant, its employees or agents in connection with or arising out of the EOI are true, complete and accurate in all respects;
- It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the EOI;
- it has full power and authority to enter into the contract and undertake the Project;
- it is of sound financial standing and has and will have sufficient premises, working capital, skilled personnel, vehicles, plant, goods and materials and other resources available to it to carry out the Project (s); and
- it will not at any time claim or seek to enforce any lien, charge, or other encumbrances over property of whatever nature owned by the Contracting Authority and that is for the time being in the possession of the Applicant.

1.7 No Inducement or incentive

The EOI is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded an Applicant to submit a EOI or enter into the Contract or any other contractual agreement.

1.8 Consortium

Where a consortium approach is proposed, the Applicant's submission should be a combined response, except where questions specifically requests responses for each member of the consortium.

The Contracting Authority recognises that arrangements in relation to consortia may be subject to future change. Applicants are reminded that any change in relation to the consortium must be notified to the Contracting Authority so it can assess the new information against the selection

4100223 Expression of Interest and Instructions

criteria. If the Applicant's circumstances have changed significantly from the position stated on submission of its EOI, this may lead to the Applicant no longer being able to participate further in the procurement process.

1.9 Contact point

Applicants must name a single point of contact in their organisation for the purposes of this procurement exercise. The Contracting Authority shall not be responsible for contacting the Applicant through any route other than the nominated contact. The Applicant must therefore undertake to notify any changes relating to the contact promptly. On acknowledgement of receipt of this EOI, please confirm your named contact point.

1.10 Confidentiality

All documents issued in connection with this EOI shall remain the property of the Contracting Authority and shall be used only for the purposes of this procurement exercise.

- Subject to paragraph 'b.' below of this section of the EOI, the contents of the EOI Submission document are being made available by the Contracting Authority on condition that
- a. Applicants shall at all times treat the contents of the EOI and any related documents (together called the Information) as confidential, save in so far as they are already in the public domain;
- b. Applicants shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
- c. Applicants shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a EOI; and
- d. Applicants shall not undertake any publicity activity within any section of the media.
- Applicants may disclose, distribute or pass any of the Information to the Applicant's advisers, sub-contractors or to another person provided that either:
- e. this is done for the sole purpose of enabling an EOI to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Applicant; or
- f. the Applicant obtains the prior written consent of the Contracting Authority in relation to such disclosure, distribution or passing of Information; or
- **g.** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to the Contract arising from it; or
- h. the Applicant is legally required to make such a disclosure.

In this section 1.10 the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate. The Contracting Authority may disclose detailed information relating to EOI to its officers, employees, agents or advisers and the Contracting Authority may make any of the EOI responses available for private inspection by its officers, employees, agents or advisers. The Contracting Authority also reserves the right to disseminate information that is materially relevant to the procurement to all Applicants, even if the information has only been requested by one Applicant, subject to the duty to protect each Applicant's commercial confidentiality in relation to its EOI.

1.11 Freedom of information

The Tenderers acknowledge that the Contracting Authority may be subject to the requirements of the Freedom of Information Act 2000 ("FOIA"), subordinate legislation made under FOIA and any guidance and/or codes of practice issued (from time to time) in relation to FOIA.

Where the Applicant considers that any of the information included in its bid is commercially sensitive, the Applicant should identify this and explain in broad terms what harm might result from disclosure of the information in response to a relevant information request received by the Contracting Authority, as well as the time period applicable to such commercial sensitivity. Alternatively, where an Applicant considers that any other exemption applies to information submitted; this should be identified and explained.

Applicants should however be aware that, although the Contracting Authority will take into account the reasons given for treating information as commercially sensitive or otherwise exempt, the Contracting Authority may neverless be required to disclose it under FOIA where such disclosure is considered to be in the public interest. The Contracting Authority shall be responsible for determining, in its sole discretion, whether any exemption under FOIA applies.

Once, and if, the contract has been entered into, the Contracting Authority may release details of that agreement into the public domain, subject to the confidentiality provisions contained therein. Applicants should be aware of this possibility.

Appendix A - Project Information

The enclosed drawings and text are intended to briefly describe the general scope of work. They do not form detailed design or specification.

The works consist of a combination of new build extensions and remodelling of existing areas to provide circa 980 m² of new facilities for the treatment of patients. The anticipated budget for the works is \pounds 2.25 million exclusive of VAT. The duration of the works is anticipated to be around 10 months. The exact start on site is to be determined, but it is anticipated to be early 2020, subject to planning approval.

The project will be undertaken on a live NHS site. The works will have an element of interfacing with a live building. Relations with the local neighbours are very important and the chosen contractor will be expected to work hard to maintain these. Parking on and around the site is severely limited and will need careful management.

The extensions are proposed to be of traditional construction to a storey/storey and a quarter high with flat roof and parapets. There will be certain elements which may be procured on a contractor designed basis.

Approximate Procurement Programme:

Issue EOI – 10 May 2019 Receipt of completed EOIs – 23:59 26 May 2019 Issue PQQ – 17 June 2019 Receipt of completed PQQs – midnight 07 July 2019 Review and Selection of Short-list – end July 2019 Issue Tender Documents – 23 September 2019 Tender Returns – 08 November 2019 Appointment of Main Contractor – 16 December 2019 Start on Site – 13 January 2020

Plans and Elevations follow:

4100223 Expression of Interest and Instructions



Tel 01603 660711 Email norwich@lsiarchitects.co.uk

NORWICH

LONDON

Web www.lsiarchitects.co.uk Twitter @lsiarchitects Linkedin lsiarchitects YouTube lsiarchitects Instagram lsiarchitects







Om 1 2 3 4 5 6 7 Scale 1:100 (@A0)

09/05/19 **DATE**

LSI Architects (Design) Ltd, The Old Drill Hall, 23a Cattle Market Street, Norwich, NR1 3DY LSI Architects (Design) Ltd, Floor 2, 50-54 Clerkenwell Road, London, EC1M 5PS Tel 020 7278 1739 Email london@lsiarchitects.co.uk



LSI Ref | 17173-LSI-DUR-ZZ-M3-A-0001_Davison Unit 17173 | Redevelopment_Main Model_AC21 The copyright of the design remains with LSI Architects (Design) Ltd and may not be reproduced without their prior written consent All dimensions are to be checked on site and the Contract Administrator notified of any discrepancies. Drawing to be read in conjunction with the project specification Do not scale from this drawing for Constructional purposes



Key: Existing General Arrangement Circulation Support Areas - Occupied Support Areas - Unoccupied

Treatment Spaces

P02 HK 23/11/18 Graphical amendments and annotations updated. Rev Init Date Revision



NORWICH The Old Drill Hall 23a Cattle Market Street Norwich NR1 3DY +44(0)1603 660711 LONDON Floor 2 50-54 Clerkenwell Road London EC1M 5PS +44(0)20 7278 1739 ARCHITECTS www.lsiarchitects.co.uk

Client
Norfolk & Norwich University Hospital Project Cromer & District Hospital Davison Unit Redevelopment Title Existing General Arrangement Plans Existing Ground Floor

Scale @ A0 1:100 Date Drawn 14/11/18 HK Purpose of issue Suitable for Information
 Drawing Code
 Suit.
 Rev.

 17173-LSI-DUR-GF-DR-A-1200
 S2
 P02



North Elevation - Existing



North Elevation - Proposed

© Copyright Designs and Patents Act 1988. Reproduction is permitted providing authorship is credited

NORWICH LSI Architects (Design) Ltd, The Old Drill Hall, 23a Cattle Market Street, Norwich, NR1 3DY Tel 01603 660711 Email norwich@lsiarchitects.co.uk LONDON LSI Architects (Design) Ltd, Floor 2, 50-54 Clerkenwell Road, London, EC1M 5PS Tel 020 7278 1739 Email Iondon@lsiarchitects.co.uk

Web www.lsiarchitects.co.uk Twitter @lsiarchitects Linkedin lsiarchitects YouTube lsiarchitects Instagram lsiarchitects





GA Front Elevation - Existing & Proposed

Cromer & District Hospital Davison Unit Redevelopment PROJECT Norfolk & Norwich University Hospital CLIENT 17173-LSI-DUR-ZZ-DR-A-0468-S2-P01 DRAWING 09/05/19 DATE

Appendix B – Expression of Interest Information Required

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status	
	public limited company	
	limited company	
	limited liability partnership	
	other partnership	
	sole trader	
	third sector	
	other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the	
	member state where it is established?	No 🗆
		N/A 🗆
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular	Yes 🗆
	authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	No 🗆

1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one)	
	Voluntary Community Social Enterprise (VCSE)	
	Sheltered Workshop	
	Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes 🗆
		No 🗆
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ²	
	- Name;	
	- Date of birth;	
	- Nationality;	
	- Country, state or part of the UK where the PSC usually lives;	
	- Service address;	
	- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);	
	- Which conditions for being a PSC are met;	
	- Over 25% up to (and including) 50%,	
	- More than 50% and less than 75%,	
	- 75% or more. ³	

¹ See EU definition of SME <u>https://ec.europa.eu/growth/smes/business-friendly-environment/sme-</u> <u>definition_en</u>

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. <u>See PSC guidance</u>.

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

4100223 Expression of Interest and Instructions

	(Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company:	
	- Full name of the immediate parent company	
	- Registered office address (if applicable)	
	- Registration number (if applicable)	
	- Head office DUNS number (if applicable)	
	- Head office VAT number (if applicable)	
	(Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company:	
	- Full name of the ultimate parent company	
	- Registered office address (if applicable)	
	- Registration number (if applicable)	
	- Head office DUNS number (if applicable)	
	- Head office VAT number (if applicable)	
	(Please enter N/A if not applicable)	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significance in control of them.

Section 2	Economic and Financial Standing	
	Question	Response
2.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes □ No □
	 (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. 	Yes □ No □

4100223 Expression of Interest and Instructions

(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes □ No □
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes □ No □

Section 3	Technical and Professional Ability
3.1	Relevant experience and contract examples
	Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Works contracts may be from the past five years.
	The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.
	Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.
	Responses should be limited to 500 words per example.

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			

4100223 Expression of Interest and Instructions

Description of contract		
Contract Start date		
Contract completion date		
Estimated contract value		

3.2	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)
	Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)

Section 4	Enclosures/Comments	
4.1	Enclosures / Comments	
	4.1.1 Please check that you have submitted a soft copy of the following details with your completed Expression of Interest):	
	 Details of your organisation's structure as outlined in 1.1 above. Your Company registration number, or set of audited 	
	accounts for the last 2 or 3 financial years (see 2.1 above) •Details of relevant experience and references (see 3.1 above).	
	4.1.2 Please insert any general comments you wish to make:	
	The questionnaire should be signed and dated by a Director of the Company or Consortium:	
	Name:	
	Signature:	
	Position:	
	Tel No:	
	Date:	
	Thank you for completing this questionnaire. The information it contains will be held in confidence by the Contracting Authority and used for the purpose of determining your suitability for meeting our requirements for the provision of the Services. If you are invited to submit a tender any information supplied in this questionnaire will be deemed to form part of the tender and may be used in any subsequent assessment.	