



Tender – Rapid Procurement Process for Small Scale Requirements

Chapel Building: Roof Replacement Design / Façade
and Flooring Options and Design

The University of Chichester

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0 Introduction and general background

0.1 Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University's requirements, and to enable the University to assess the most economically advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

0.2 Background to this tender

The University of Chichester is seeking the professional services of a multidisciplinary consultant to support in investigations, assessment, and subsequent design / specification to fully replace our Chapel Building Roof. This work is required to be to a RIBA 4 level, to feed directly into business case approvals, and subsequent tender activity. The resulting specification will give sufficient detail to support full project delivery, including scope, cost plan (pre-tender estimate), and detailed design programme.

Additional, and separate optional proposals, are welcomed on treatment of the glazed facades, and floor remedial work.

The Chapel Building is located on the University of Chichester Bishop Otter Campus and is a locally listed building / within a conservation area. Involvement with the local Conservation Officer at Chichester District Council is therefore essential as part of this commission.

Comment on Local Building Listing Entry: Designed by Bridgewater and Shepherd in the early 1960s. The interior is particularly impressive with original stained glass to the sides and exposed steelwork within the roof canopy.

The Chapel Building at the Bishop Otter Campus was constructed in 1961 and is steel framed with masonry and 'Crittall' glazed cladding sections. The main roof is a steeply pitched concrete pan tile cladding over a slaters felt to soft wood batten and close boarding, with four lead lined valley sections and eight lead lined internal gutter sections to the gables where the tiles and ridges are all bedded into position on a mortar base. All pitched sections discharge onto the flat roofs.

Over a number of years there have been reports of roof leaks to various areas of the main structure and flat roofs but more recently significant leaks have shown to the main roof largely following the valley steels and central section of the spire fixing. As the leaks appear at such a high level, and any source is largely hidden behind the timber clad ceiling soffit, it is hard to specifically identify where these leaks are emanating, but it is clear that there appears to be a number of problems across all areas of the roof and not attributable to one specific area or problem.

There are also leaks to the flat roofs and to the installed roof light wells. Again, the leaks to the roof surface appear largely behind hidden ceiling soffit sections, which are painted white plasterboard and plastered surfaces, so the source of any leak is again not clear. In addition, the roof light sections, whether these have been removed or are still in place, also show signs of leakage.

The building was subject to an extension in 2012/13 of which the roof is not causing concern. Various remedial work to the original roof areas has taken place over a number of years.

Following a condition survey carried out in 2020, condition B was noted against the roof due to remedial work having been completed. However, since, it is evident leaks are still persistent and considerable / causing damage and using the space internally, and therefore further investigation and remedial work is required.

0.3 High level requirements

Primary Requirement – Original Roof Replacement Design (Pitched and Flat)

- Undertake necessary preliminary investigation / assessment of roof areas to enable subsequent activities and design.
- Subject to University agreement on concept design proposals, provide full specification to RIBA 4 level, to feed directly into business case approvals, and subsequent tender activity. The resulting specification will give sufficient detail to support full project delivery.
- Provision of pre-tender estimate level cost plan.
- Provision of detailed design programme.

- Provide recommendations and options for upgrades that would provide increased energy efficiency and consumption, and to 'futureproof' the work, allowing for thermal modelling if required.
- Noting the above point as example, proposals will include for all required specialist disciplines, such as structural engineering, to feed into the design.
- Provide recommendations to improve life expectancy or longevity of the system to be included.
- The above will be provided in a format that can be used for subsequent business case development activity, and to enable tender activity.

Optional Requirement – Glazed Façade Treatment

- Undertake necessary preliminary investigation / assessment of facade areas to enable subsequent activities and design.
- Provide recommendations and options in the form of a feasibility report for upgrades that would provide increased energy efficiency and consumption, and to 'futureproof' the area, allowing for thermal modelling if required.
- Concept stage specification (RIBA 2), drawings, and scope of works to be put forward against each option. Including; provision of preliminary budget and strategic programme against each option.
- Subject to University agreement on concept design proposals (at gateway review), provide full specification to RIBA 4 level, to feed directly into business case approvals, and subsequent tender activity. The resulting specification will give sufficient detail to support full project delivery.
- Provision of pre-tender estimate level cost plan.
- Provision of detailed design programme.
- The above will be provided in a format that can be used for subsequent business case development activity, and to enable tender activity.

Optional Requirement – Floor Replacement

- Undertake necessary preliminary investigation / assessment of floor areas to enable subsequent activities and design.
- Provide recommendations and options in the form of a feasibility report for upgrades that would provide increased energy efficiency and consumption, and to 'futureproof' the area, allowing for thermal modelling if required.
- Concept stage specification (RIBA 2), drawings, and scope of works to be put forward against each option.
- Provision of preliminary budget against each option.
- Provision of strategic programme against each option.
- Subject to University agreement on concept design proposals (at gateway review), provide full specification to RIBA 4 level, to feed directly into business case approvals, and subsequent tender activity. The resulting specification will give sufficient detail to support full project delivery.
- Provision of pre-tender estimate level cost plan.
- Provision of detailed design programme.
- The above will be provided in a format that can be used for subsequent business case development activity, and to enable tender activity.

General

- To be appointed under NEC4 professional services short contract (PSSC).
- Bidders must hold a minimum of £5m Professional Indemnity Insurance, certificates will be requested by the successful consultant as part of approved contractor process
- Note facility will need to be kept operational for as long as possible, and any interruptions planned and prearranged with the University.
- Completed pack to be issued in draft for comment by 28/10/22, with final version issue due 04/11/22.
- Appointed consultant to be appointed Principle Designer and take on duties under the Construction Design and Management Regulations 2015.
- Proposals to include clear breakdown of costings, including concept design (RIBA 2), and detailed design (RIBA 4) phases separately. Time charge rates for differing levels of professional to be provided.

0.4 The bidding process

Whether through our tendering advertisements, or where we have contacted you directly to ask for a quotation, we ask that you contact us only through the email account tenders@chi.ac.uk. This includes for your submission, and any questions you may have. We are obliged by the Public Contracts Act (2015) and by our own financial regulations to undertake a competitive process. In this case the perceived value of the tender, process requires us to obtain 3 quotations. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

We have allowed 3.5 weeks for the return of proposals, and have set a closing date and time of 17:00 on 9th of September. Submission is through tenders@chi.ac.uk

There may be an opportunity for a site visit on the 02/09/22, site visits are highly recommended. Please contact Jon Pawsey directly to arrange a site visit j.pawsey@chi.ac.uk. During the site visit you will have an opportunity to see the site, access facilities, and inspect the building above in the tender scope.

0.5 Seeking clarification

For all queries please contact us by email tenders@chi.ac.uk. Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing, and in which case the University might need to exclude your organisation from the tender process.

Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be circulated to all suppliers who have expressed interest in this tender.

0.6 Procurement timetable

The procurement project is working to the following timescale:

Stage	Key Dates
Publication of Tender	12:00 on 18/08/22
Site Visit	02/09/22
Closing Date for Submission	17:00 on 09/09/22
Clarifications	W/C 05/09/22
Award	W/C 12/09/22

0.7 Submission details

You are welcome to notify the University with your 'Expression of Interest' but please do send your completed submission (including a completed version of this document) to the University by the closing date (time and date), to tenders@chi.ac.uk.

0.8 The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

Criteria	Weighting
Coherence and clarity to the University's requirement	30%
Organisational experience and capability	10%
Costs	40%
Compliance with the Social Value Model	10%
Added value	10%
Exclusion grounds *see (link)	Pass / Fail

0.9 Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

0.10 The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

We have deliberately avoided overloading the quotations process with the rigors of (for example) the Crown Commercial Service's 'reason for exclusion', but please note there are a number of requirements we have to ensure before finalising any subsequent contracts. These range from the ownership of the companies we work with, to environmental sustainability and key questions such as your policies and approach to Modern Slavery and equal opportunity.

1	Please describe your typical services
There is no limit to word count here, but please bear in mind the need for clarity etc	

2	Please describe how you would approach / your methodology the services required – with options It will be helpful if you can supply photographs of similar installations you have been involved in

3	Please put forward the team, and their competences, that would be used for delivery of the required services. Note any experience working on listed buildings, and within conservation areas
4	Please describe how you would meet the outlined programme requirement, including provision of preliminary programme
5	Please describe how you would identify and mitigate risk as part of this commission
6	The University recognises the need to develop and operate its buildings and estate in a way that conserves resources and minimises the impact on the environment. Please describe how you would approach sustainability and ensuring proposals would provide increased energy efficiency

0.11 The technical requirements

To comply with the Public Contracts Act 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas, such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contacting phase of this procurement, we will ask questions about;

- The status and formation of your company
- The ownership of your company, and any exclusion grounds (for example convictions)
- Any sub-contractors that you might use
- Economic and financial standing
- Technical and professional ability (potentially to access references of relevant existing customers)
- Compliance with statutory obligations (Modern Slavery Act)
- Liabilities Insurance

How your company supports the Social Value Model (including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in **Appendix 1**

Appendix 1: Social Value Model: Model Award Criteria

SVM Theme	SVM Policy Outcome	SVM Model Award Criteria
COVID-19 Recovery	Help local communities to manage and recover from the impact of COVID-19	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. ▪ Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. ▪ Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. ▪ Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. ▪ Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions.
Tackling economic inequality	Create new businesses, new jobs and new skills ¹	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. ▪ Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. ▪ Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications.

¹ The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers.

	Increase supply chain resilience and capacity	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. ▪ Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. ▪ Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. ▪ Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. ▪ Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain
Fighting Climate Change	Effective stewardship of the environment	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. ▪ Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.
Equal opportunity	Reduce the disability employment gap	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Demonstrate action to increase the representation of disabled people in the contract workforce. ▪ Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications.
	Tackle workforce inequality	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. ▪ Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. ▪ Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain.

Wellbeing	Improve health and wellbeing	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. ▪ Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.
	Improve community integration	<p>Effective measures to deliver any/all of the following benefits through the contract:</p> <ul style="list-style-type: none"> ▪ Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. ▪ Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities.