**LC/2023/11/01 Query Log**

| **Date** | **Query** | **LC response** |
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| 2/11/2023 | Reading through the package, there is no mention of dealing with the existing buildings in respect of Lease Expiry Dilapidations negotiations and the requirement of a Schedule of Condition to mitigate financial risk on the new premises. Would you like us to quote for these two additional services in our tender submission or do you have these two important matters boxed off already? | Thanks for your email.Please note that London Councils has already appointed a property consultant to deal with the lease expiry dilapidations on our existing office and assess the conditions of the new premises. |
| 2/11/2023 | Please see the queries below for clarification on the Office Fit Out and Relocation PM Services tender: 1. What is the overall/construction value of the project?2. Is there a project programme? | The responses to your queries are as follows:1. The tender is for a client-side project manager who will be responsible for managing the fit out and relocation to the new office space. The successful project manager will work with us on the final design of the space before we run the procurement exercise for a fit-out contract. Therefore, at this stage I am unable to confirm the value of the fit-out contract.2. The successful project manager will be responsible for developing the project programme that will be approved by London Councils. The fourth method statement in the tender submission document asks potential bidders to provide an outline of a project plan for our project, including key milestones and timelines. |
| 8/11/2023 | We are in the process of drafting up a tender response for the provision of project management services for the office fit out and relocation project. We have some questions that the answers to would help ensure the accuracy of our tender, please see below.1. The tender document makes reference to overseeing the design process. Has a designer been nominated or is this something that would need to go to public tender? If yes, would it be a requirement of the project manager to draft the tender documents and manage this design service procurement process?
2. Is there a requirement to remediate the existing premises post move before returning them to the management company? If yes, does this need to be completed prior to the end of June or is this a follow up task?
 | Please find below responses to your questions:1. The workspace consultant who was engaged to establish our office requirements developed an initial layout that was used when deciding to put in an offer for the new site. The successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done. We would expect the project manager to lead the procurement of any specialist, including a designer, required to complete the project ensuring compliance with London Councils’ procurement regulations. A decision to go out to public tender will depend on the estimated value of the contract as per the following official procurement thresholds (all amounts exclude VAT):
	1. Up to £10,000: - No formal tender process required. At least one written quotation obtained with a duty to secure reasonable value for money.
	2. Between £10,001 and £75,000, if not advertised: Request at least 3 written quotations or a mini-tender exercise must be carried out to establish value for money.
	3. Between £25,001 and £75,000, if advertised: If the opportunity is advertised, the use of the formal tender process is mandatory by tendering the opportunity on Contracts Finder and London Councils website.
	4. Between £75,000 and £177,898: The use of the formal tender process is mandatory by tendering the opportunity on Contracts Finder and London Councils' website.
	5. Above £177,898: The use of the UK government's formal e-tendering platform, Find a Tender (FTS), is mandatory and subject to the procurement rules.
2. No, there is no requirement to remediate the existing premises as this will be subject to a separate tender exercise.
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| 8/11/2023 | We are intending to submit a tender response for the above. However, could you please confirm if the £55k estimated contract value is the value of the works or the consultants fee? | The £55,000 is the estimated value of the project management costs not the value of works. |
| 8/11/2023 | Please can we raise the following clarifications: * Could you please provide further clarifications on the scope of design applicable to this project?
* Are any building alteration works envisaged to the internal parts of the office space (assuming the lease allows these)?
* Has the London Councils engaged a designer separately for the fit out works?
* In Appendix B (section 4), it states that tenderers must provide a breakdown of different elements of their fees. Is there a particular format required by the London Councils for this?
* SQ – can we use our in-house project as an example i.e. Our own office relocation?
* Quality question 1: Assuming we can use our in-house project as an example for the SQ, could you please confirm if we can use our in-house project as a case study for quality question 1? Please clarify how references will work in this circumstance?
 | Please find answers to your questions below:* The workspace consultant who was engaged to establish our office requirements developed an initial layout that was used when deciding to put in an offer for the new site. The successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done. This may require the procurement of a design professional
* The fourth floor of the building is in a CAT A state. At this stage of the process, there are no known alterations required to the main parts of the building. However, it is worth noting that the final design has not been completed as per the repose to the previous question
* Please see the response to the first question
* The pricing schedule on page 14 of Appendix B, Tender Submission Document includes an example of a format for setting out the different elements of the fees. The pricing schedule can be submitted in MS Excel, MS Word or PDF formats
* No, we expect bidders to provide examples of where they have provided a service to a third party
* Please see the response to the previous question
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| 8/11/2023 | Having reviewed the tender documentation, the team here have a few clarifications, as below: * Are you looking to appoint a QS separately?
* Is there a contractor and design/professional team on board yet?
* Are there any restrictions from the landlord, eg access, approvals, health and safety, insurance etc?
* Has the lease been secured and do you have a date for occupation? Is the June move in date a hard date due to expiry of lease?
* Is there an indicative layout of the premises?
 | Please find answers to your questions below:1. No, we have already appointed a firm of property consultants for the search for the new premises that also provide associated QS services.
2. We have not appointed a fit out contractor and expect the successful project manager to lead on this work. The workspace consultant who was engaged to establish our office requirements developed an initial layout that was used when deciding to put in an offer for the new site. The successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done. This may require the procurement of a design professional.
3. We are currently unaware of any restrictions at this stage.
4. We have put in an offer for the property and our lawyers are currently carrying out checks. The lease has not yet been signed. The June move is a hard date as we have to vacate existing property.
5. The layout of the premises has not been finalised and the successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done by the workspace consultant. We do not have permission to share the initial layout at this stage but the floor plan of the building can be found at [12 Arthur Street, London, EC4 9AB](https://12arthurstreetlondon.com/?utm_campaign=14173668_Elsie%2020%20Oct%202023&utm_medium=email&utm_source=London%20Councils&dm_i=192K,8FSH0,71LERP,YUN6A,1) . The initial layout, which is subject to change, consists of:
	1. a committee room
	2. 5 x meeting rooms
	3. 41 desk spaces
	4. 3 touchdown & collaboration zones
	5. kitchen and breakout space
	6. 4 x 1-2-1 meeting rooms
	7. 4 x rooms for comms equipment, business support, faith room, tea point prep.
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| 9/11/2023 | In advance of the deadline for submission on Friday 17th November, please see our questions below regarding your tender document: 1. Are you working towards a timeline of when you wish to occupy 4th Floor, 12 Arthur Street?
2. Do you have a preference on Design & Build or Traditional procurement route?
3. Are you working towards specific lease events / key milestones?
4. Do you have a budget for the project?
5. Do you have anyone already appointed externally working on the project?
6. Can we have access to the workplace strategy document that has been produced?
7. Has there been any staff engagement exercises during the production of the workplace brief? If so, was this coordinated via the same company or a separate consultant?
8. Can we have further information on the floor areas involved? Currently, you have 32,000 sq ft at Southwark Street and an undisclosed amount at Chancery Exchange. A 33% reduction, noted as the recommendation for the main office, would result in a requirement for around 21,100 ft2. The 4th floor at Arthur St appears to be only 10,000 sq ft which is a much larger reduction. Is there another property that is being considered in addition to Arthur St and would our services extend to the fit-out of this premises as part of this RFP?
 | Please find answers to your questions below:1. Yes, we would like to occupy the new premises by the end of June 2024.
2. We have no clear preference for the desired approach but the timescales for moving to the new premises must be achieved. The workspace consultant who was engaged to establish our office requirements developed an initial layout that was used when deciding to put in an offer for the new site. The successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done. This may require the procurement of a design professional.
3. Yes, we plan to exit our current premises by July 2024.
4. The fit out work will be subject to a tender exercise and the project budget will be finalised once the procurement has been completed.
5. We have not appointed an external contractor to work on this project. However, we did appoint a workspace consultant to establish the space we need and a property consultant to help with the search for the new premises and exit arrangement on the existing lease.
6. As we have not obtained permission to share the workspace report, I have provided a link to our committee report which sets out the premises strategy (item 7b) <https://www.londoncouncils.gov.uk/node/39969>
7. The workplace consultant carried out staff engagement sessions to establish our future workspace requirements. There has also been ongoing staff engagement carried out by an internal Premises Working Group.
8. Thanks for pointing out the error, it should have read “….recommended a 66% reduction in floor space…….”, the floor space at 12 Arthur St is 10,205 sqft.
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| 9/11/2023 | 1. The proposal is for Project Management services only, we also provide Cost Consultancy and Contract Administration/Employers Agent services, do you require a quotation for these elements also?
2. I note your timescales to be in the new premises is the end of June 2024, what is the driver for this?  Do you have a lease expiry?
3. We have concerns over delivery by the end of June 2024 for a project of this size and nature, are you able to confirm the following:
	1. Do you have a design team on board?
	2. Have you already progressed any of the design elements?
	3. If the design team still need to be appointed, we assume this will need to be via competitive tender?
	4. Do you have a preferred procurement route i.e Design and Build, Traditional?  This is something we can advise on should we be appointed.
	5. We assume the contractor will need to be appointed via competitive tender?
	6. Can we provide an estimated project programme as part of our submission to show estimated timelines for the project?
 | Please find answers to your questions below:1. No, this Invitation to Tender is only for project management services and does not require a quotation for the other services
2. We plan to exit our current premises in July 2024
3. Thanks for raising concerns over the timescales:
	1. The workspace consultant who was engaged to establish our office requirements developed an initial layout that was used when deciding to put in an offer for the new site. The successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done. This may require the procurement of a design professional.
	2. See response above.
	3. That will depend on the estimated value of the work, our procurement thresholds are as follows:
4. Up to £10,000: - No formal tender process required. At least one written quotation obtained with a duty to secure reasonable value for money.
5. Between £10,001 and £75,000, if not advertised: Request at least 3 written quotations or a mini-tender exercise must be carried out to establish value for money.
6. Between £25,001 and £75,000, if advertised: If the opportunity is advertised, the use of the formal tender process is mandatory by tendering the opportunity on Contracts Finder and London Councils website.
7. Between £75,000 and £177,898: The use of the formal tender process is mandatory by tendering the opportunity on Contracts Finder and London Councils' website.
8. Above £177,898: The use of the UK government's formal e-tendering platform, Find a Tender (FTS), is mandatory and subject to the procurement rules.
	1. We have no clear preference on the desired approach but the timescales for moving premises must be achieved.
	2. Yes, the contractor will have to be appointed via competitive tender given the likely costs and our procurement thresholds set out above
	3. Yes, you can provide this as part of your response to Method Statement 4. Please note that the 4th floor of 12 Arthur St floor s 10,205 sqft.
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| 9/11/2023 | Q1: Is there a proposed office layout for this fitout, showing number of proposed desks, chairs, meeting rooms etc?Q2: Would it be possible to have the existing office floor plan?Q3: Will the Project Management Consultant (PMC) be responsible to provide IT technicians to connect desktops / printers etc?Q4: Will the Bidder / PMC be appointing the contractor on behalf of London Councils? | 1. The layout of the premises has not been finalised and the successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done by the workspace consultant. We do not have permission to share the initial layout at this stage but the floor plan of the building can be found at [12 Arthur Street, London, EC4 9AB](https://12arthurstreetlondon.com/?utm_campaign=14173668_Elsie%2020%20Oct%202023&utm_medium=email&utm_source=London%20Councils&dm_i=192K,8FSH0,71LERP,YUN6A,1) . The initial layout, which is subject to change, consists of:
	1. a committee room
	2. 5 meeting rooms
	3. 41 desk spaces
	4. 3 touchdown & collaboration zones
	5. kitchen and breakout space
	6. 4 1-2-1 meeting rooms
	7. 4 rooms for comms equipment, business support, faith room, tea point prep, etc
2. Please see response to Q1
3. No, the project manager will not be required to provide IT technicians to connect desktops & printers
4. The project manager will manage the procurement process for selecting a fit-out contractor in accordance with the Public Contract Regulations 2015. This will include the development of a tender specification, evaluating bids and recommending the contractor to London Councils for approval.
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| 10/11/2023 | 1. Is London Councils an independent organisation? I.e. in terms of approvals, what is the hierarchy and levels of authority approval that are required? Does it need approval from independent Councils and/or the GLA, for example?
2. Background – London Councils is currently split across two office locations, each serving different functions, does the new office need to maintain a split of the two functions to operate independently from the same office, or will they be merged and share facilities?
3. Background – refers to meeting rooms being hired out to external parties to generate income – is this a requirement / ambition for the relocated office?
4. Specification of service – procurement of furniture and equipment – what is the intention for the existing FF&E? has an assessment been made of potential re-use?
5. Specification of service – relocation management – is the intention that both offices move into the new location at the same time? Are there any constraints for either existing office location? Could this be phased?
6. Specification of service – please confirm if a defects period is required.
7. Project planning – can the project plan (programme) be a separate page / document to the written response?
8. Confirm the designer is already appointed and we do not need to procure one.
9. “In May 2022, London Councils engaged a workspace consultant to work with its Corporate Management Team and officers to establish its future premises requirements and develop a premises strategy.” - Can we see the report, or at least what were the key recommendations, aside of space reduction by 33%?
 | Please find below answers to your further questions:1. London Councils is a local authority joint committee of the 32 London boroughs and the City of London. It does not require approval from its constituent councils for the procurement of goods and services. Approval has already been obtained from the relevant committee to proceed with the procurement of the fit out contractor and any other contractors associated with the move.
2. No, two separate offices will be retained. This project focuses on the fit out and relocation to 12 Arthur Street
3. Yes
4. We intend to retain furniture and equipment wherever possible. However, the final design of the space will dictate what is retained.
5. No, only the main office currently based at Southwark St will move to Arthur St
6. We expect bidders to provide an assessment of the pros and cons of defect periods in their response to the method statements
7. Yes, but please be aware of the word limit
8. We have not appointed a designer. The workspace consultant who was engaged to establish our office requirements developed an initial layout that was used when deciding to put in an offer for the new site. The successful project manager will be responsible for overseeing the preparation of the final design building on the work that has already been done. This may require the procurement of a design professional.
9. As we have not obtained permission to share the workspace report, I have provided a link to our committee report which sets out the premises strategy (item 7b) <https://www.londoncouncils.gov.uk/node/39969>  I would like to point out that there is an error in the background provided in the ITT in that the recommended reduction in floor space is 66% not 33% as quoted.
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| 10/11/2023 | 1. We assume that all necessary procurement is by others, including construction, directly appointed specialists (such as IT, Security) and FF&E etc. and that we are purely managing the process, please confirm.”
2. The scope references to public procurement of the main contractor, can we ask if there are any preferred public frameworks they like to use or should be recommend.
 | 1. The successful project manager will lead on the procurement of the main contractor and any other contractors required for the relocation to the new officers. The project manager will work closely with the Director of Corporate Resources, Head of IT & facilities & the Communication team to deliver the office move project and associated change management.
2. There are a number of public sector procurement frameworks that can be considered for the fit out work but no formal decision on a suitable one has been taken yet.
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