

**INVITATION TO TENDER**

**&**

**SPECIFICATION**

**Design and Build Contractor for Refurbishment works at Blenheim Walk**

**Contract Period: 01 March 2018 – 30 September 2020 plus warranted period**

**ITT return date:**

**No later than 1200h on 8th December 2017**

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**1. INSTRUCTIONS FOR TENDERERS**

* This Invitation to Tender (ITT) has been designed to assess the suitability of Suppliers to deliver the University’s contract requirements. If you are successful at this stage of the procurement process, you may be selected to attend Post-Bid Clarification meetings which will assist the University in making its final contract award decision.
* **SELF-CERTIFICATION** - Whilst reserving the right to request information at any time throughout the procurement process, the University may enable the Supplier to self-certify certain requirements (e.g. Quality Accreditations; Environmental policies). The University will only obtain such evidence after the final tender evaluation decision (i.e. from successful Suppliers only).
* **CONFIDENTIALITY** - all tender submissions will be treated as confidential by the University. However, in accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (FOIA), any of the information submitted to may be disclosed in response to a request made pursuant to the FOIA. If you consider that any parts of your submission are exempt from disclosure, please include a statement to this effect – noting the relative Exclusion clauses – along with your submission.
* The University will not reimburse any costs incurred by tenderers in connection with preparation and submission of their responses to this ITT.
* Complete all white boxes in the ITT Questionnaire
* The questions in the ITT Questionnaire are specific to this Tender exercise and therefore are all applicable: if you answer “N/A” or leave any white boxes blank, you will either ‘Fail’ (i.e. your bid will be rejected) or you will receive zero marks for that question.
* Word limits should be maintained. If the limits are exceeded, the University may reduce the score awarded proportionally.
* **QUERIES** - If you have any questions, please email them to: tenders@leeds-art.ac.uk - if the University considers any question or request for clarification to be of material significance, both the question and the response will be posted on the website (the originator of the question will not be identified).
* **HOW TO MAKE A SUBMISSION** – please complete the ITT Questionnaire and return by email to: tenders@leeds-art.ac.uk

**2. TIMETABLE**

Please see below for an outline Timetable. The University reserves the right to change any of the dates below as required.

Tenderers are asked to note the asterisked dates and ensure availability of their key personnel on those dates.

|  |  |
| --- | --- |
| **Tender Stages** | **Date completed by** |
| Publish Tender on Website/Contracts Finder/TED | Friday 3 November |
| Open Day for Suppliers | Friday 24 November |
| Deadline to submit queries regarding the ITT | Tuesday 28th November |
| Final publication of responses to queries regarding the ITT | Friday 1st December |
| **Deadline for return of tender** | **1200h Friday 8th December** |
| Evaluation of tender and agree shortlist in | w/c 18th December |
| Post-Bid Clarification interview / presentation with shortlisted tenderers | Friday 5th January |
| Final evaluation/agree successful supplier(s) | Friday 5th January |
| Award Recommendation Report submitted for University approval | Wednesday 17th January |
| Issue Award and Unsuccessful Letters | Wednesday 31st January |
| Award/Sign Contract | Friday 16th February |
| Contract start date | To be confirmed |

**3. EVALUATION**

The ITT Questionnaire will be evaluated according to the scoring methodologies and section weightings as laid out below:

**Price criteria**

Where a definitive figure is called for, the evaluation methodology will be:

Available % (or points), multiplied by Lowest Price Received, divided by Other Price Received

**All criteria**

Where a description is called for, the methodology is:

|  |  |  |
| --- | --- | --- |
| **% Score Project Design** | **% Score Overall Design** | **Definition** |
| **0** | 0 | Unanswered or failed to address any of the requirement |
| **3** | 5 | Poor response to the requirements: significant failures to address requirement, significant failure to assure quality of proposal, significant ambiguity; absence of full relevant detail; lacking supporting evidence |
| **6** | 10 | Fair response to the requirements: some failure to address requirement, some failure to assure quality of proposal, much ambiguity; limited relevant detail; limited supporting evidence |
| **9** | 15 | Satisfactory response to the requirements: generally addresses requirement, general assurance of quality of proposal, some ambiguity remains; limited relevant detail; limited supporting evidence |
| **12** | 20 | Good response to the requirements: addresses the requirement, clearly assures quality of proposal, some ambiguity remains; limited relevant detail; supported by additional evidence as necessary |
| **15** | 25 | Excellent response to the requirements: fully addresses the requirement, fully assures quality of proposal, free from any ambiguity; providing full relevant detail; supported by additional evidence as necessary. |

Due to the subjective nature of design it is difficult to evaluate this element objectively, therefore the evaluation of design will be at the University’s discretion and cannot be challenged.

**Weightings Matrix**

|  |  |  |
| --- | --- | --- |
| **ITT Questionnaire Section** | **Subject** | **Weight** |
| 1 | Supplier Details | For info only |
| 2 | Financial & Economic Capacity | Pass/Fail |
| 3 | Insurance | Pass/Fail |
| 4.1 | Health & Safety | Pass/Fail |
| 4.2 | Equality & Diversity | Pass/Fail |
| 4.3 | Quality Assurance | Pass/Fail |
| 4.4.1 | Sustainability & Environmental Management - policy | Pass/Fail |
| 4.4.2 | Sustainability & Environmental Management - practice | Pass/Fail |
|  |  |  |
|  | **Project Delivery including but not limited to** | **15%** |
| 5.1 | Outline site management plan |
| 5.2 | Approach in relation to site constraints |
| 5.3 | Approach to working within an operational building |
| 5.4 | Project programme |
| 5.5 | Waste management plan |
| 5.6 | Details of the project team that will deliver the project |
| 5.7 | Other project delivery |
|  |  |  |
|  | **Overall Design including but not limited to** | **25%** |
| 5.8 | Details of the design team that will be used on the project |
| 5.9 | Mood boards |
| 5.10 | Floor plans |
| 5.11 | 3D renders |
| 5.12 | Design of wall decals |
| 5.13 | Other Design |
| 5.14 | Proposal for the refurbishment of corridors adjacent to project area 1 |
| 5.15 | Proposal for the refurbishment of corridors adjacent to project area 2 |
| 5.16 | Proposal for the replacement of external glazing and glazed screen above the current entrance |
|  |  |  |
| 6 | Compliance with Specification | Pass/Fail |
| 7 | Experience & References | Pass/Fail |
|  |  |  |
| 8.1 | **Early Payment discount** | **2%** |
| 8.2 | **Pricing Schedule – itemised budget costs for project areas and phases** | **58%** |
| 9 | Form of Tender | Pass/Fail |
| **Total** |  | **100%** |

**Shortlisting process**

During the ITT evaluation stage, the intention is to arrive at a clear winner or a shortlist of between two and five high-scoring suppliers to be invited to Post-Bid Clarification meetings. The ITT responses will be ranked according to total scores received and a ‘gap analysis’ applied in order to determine the successful supplier or the final shortlist.

**References**

Where referees have been provided, the University reserves the right to contact any of the referees at any point in the evaluation process.

**Taking Account of Tenderers’ Past Performance**

The University reserves the right to assess the past performance of a Supplier, using its own experiences or via a reference. The reference may not necessarily have been provided by the supplier but may have been sourced by the University. The University may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT.

**4. SPECIFICATION OF REQUIREMENTS**

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Appendix 4 – Indicative floor plan layout (Project Area 2 New Mac Suites)

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**1. Overview**

Leeds Arts University is one of the most successful art institutions in the UK with a long established history spanning 170 years, it also the only specialist arts university in the north of England. The University is undertaking the largest development project in its history at its Blenheim Walk campus in Leeds city centre. Construction is currently underway of a £14m extension building which is due to be completed in the summer of 2018. The new building will provide the University with an increased floor area of approximately 6000 m2 and will accommodate new and existing courses at the University.

To complement the development of the new building the University also needs to make changes to some of its business support and student resource areas in its existing building at Blenheim Walk.

We are looking for a capable design and build contractor with experience of delivering similar design and build projects within a similar environment. The successful contractor is required to have its own in house design team and will be able to undertake all elements of the work required to deliver a full project package.

**2. Project Location**

The Blenheim Walk Building.

**Address:**

Leeds Arts University

Blenheim Walk

Leeds

LS2 9AQ

**3. Project Brief**

The refurbishment work will be undertaken in two project areas mainly on the ground floor of the Blenheim Walk building and will require conversion of spaces from their current use as office, studio, meeting and exhibition spaces. (See existing plans appendix 1)

Two indicative layout designs have been produced by the University and these should be used as the basis for further design development which is required for the tender return. Detailed design development will be undertaken once the contactor is appointed. (See Indicative floor plan layout appendix 2)

In Advance of the project Building Control has been consulted recently to review the outline project proposals and plans. Building Control have not raised any concerns or objections with the proposals prior to commencement of the work. The University will appoint a building control surveyor for this project.

The University has also commissioned a structural engineer to review the proposed alterations to the existing spaces and no structural issues or concerns have been raised. All partition walls identified for removal have been deemed to be non-structural and not load bearing. (See engineers report summary appendix 3)

The successful contractor will be responsible for carrying out their own surveys and safety checks of the works area. The University does have an asbestos register and with the exceptions of the external window sills and putty the works area is identified as being asbestos free. However it will be a requirement of the contractor to appoint a licensed Asbestos surveying company to undertake a full refurbishment survey in advance of commencing the works and this should be budgeted for by the contractor.

Other than already specified the contractor will be responsible for notification to all regulatory and supervising bodies such as the HSE and for obtaining all relevant permits, permissions and licenses to commence and complete the works.

**4. Project Area 1: Creation of a New Business & Student Support hub**

The space identified for the new support hub has an area of approximately 582 m2 which consists of a number of mixed use cellular rooms and spaces:

* Gallery Space
* Entrance & Reception foyer
* Office Space
* Store Rooms
* Circulation Space
* Student Union

The main purpose of this refurbishment is to provide modern contemporary office and meeting spaces which will support the needs and activities of the groups and departments using them. The University requires the successful design and build company to provide a turnkey package for the institution. Although not exhaustive below is a list of key elements to be included in the scope of works.

* Demolition of existing dividing walls and construction new walls and screens.
* Strip out of existing spaces, floor covering, fixture and fittings, redundant M&E as required.
* Alterations to existing M&E and systems including the intruder/fire alarm system and relocation of the main fire alarm panel which is situated behind reception.
* Stopping up of existing external entrances and infill with acoustic external glazing (This may also require the replacement of the external glazing and glazed screens above the current entrance) Contractors to propose how this should be approached.
* Creation of 2 new fire escapes and external works as required.
* The contractor is to provide costed options for AHU and comfort cooling for the new spaces.
* Provision of all floor coverings which much be of a commercial grade and quality.
* Full decoration throughout.
* New suspended ceilings as required.
* All light fittings to be LED, LUX levels and lighting tone must be suitable for office and intended use.
* Installation of small power and containment.
* Costed option to provide CAT 6 a data points to suit the layouts being proposed by the contractor. (The University may use its own contactor for data).
* New contemporary doors and door furniture, push plates, kick plates, handles, closers, euro profile locks etc.
* All furniture is to be included with the scheme and must be of modern design, commercial grade and quality, colour and material options to be provided.
* Creation of a small secure tea station with zip boiler and room for a communal fridge.
* The creation of glazed screens/windows along corridors to be proposed as an optional cost.
* Proposals for the refurbishment of the corridors adjacent to these areas should be put forward and costed separately.

**Furniture Items to be provided:**

All furniture product supplied under this contract must comply with the minimum mandatory technical specification components (GBS Criteria for new furniture) of the UK Government Buying Standard for Office Furniture V4 Jul 2014 The standard can be viewed in full at: http://sd.defra.gov.uk/advice/public/buying/products/furniture/standards/.

All furniture product supplied under this contract must conform to the relevant (both current and subsequent) British Standards, or European equivalent, for the duration of the contract

* Office desks with dividers, pedestals and cable management. Desks to be no more than 1600x800mm or less than 1400x800mm in size.
* Touch down desks.
* Fully adjustable commercial office chairs.
* Sufficient lockable storage units, tambour units with shelves or file racks, tall storage units with file shelves (The successful contractor will be required to work with the departments in advance of commencing work to ascertain there detailed storage needs).
* Meeting tables and chairs.
* Sofas, tables and chairs as required.
* Coat stands.
* Window blinds to be of commercial quality and design.

 **General Considerations for Business Support Hub**

Acoustic walls, screens and partitions must achieve a sufficient sound separation rating of 50db to mitigate noise transference between rooms.

Design and provisional cost for wall decals to be provided for each group area.

**5. Project Area 2: New Mac Suites**

The University provides a number of mac suites in the Blenheim Walk building. The mac suites are an existing student resource for drop in and teaching that will be relocated from existing locations within the building to vacated ground and first floor areas. This will require the conversion of former photography studios offices, studio and seminar spaces. In total 6 mac suites need to be created in 3 annual phases from 2018-2020.

**Phase 1: Summer 2018**

Create 4 mac suites as identified on the plan.

**Phase 2: Summer 2019**

Create 1 mac suite.

**Phase 3: Summer 2020**

Create final mac suite.

**Fit out requirements**

Although not exhaustive below is a list of key elements to be included in the scope of works.

* All new suspended ceilings as required (The former photography studios have very high ceilings).
* New commercial grade carpet tiles.
* Full decoration.
* All joinery and concealment of services if required.
* New light fittings to be LED, LUX levels and lighting tone must be suitable for type of use.
* Strip out of any redundant services.
* Adaptations to existing M&E where required including fire alarm, AHU, AC system and emergency lighting.
* Installation of small power and containment based on the number of macs and printers. Typically 10 works station can be fed by x 3 Twin Power sockets at bench row end. Workstation points supplied by gang extensions from wall running under desks
* Separate cost for CAT 6 a data to be included (The University may use its own data contractors) Typically x 5 twin Data at bench row end can supply 10 workstation using fly leads from wall running under bench desks.
* Separate itemised optional cost for providing daylight, sun pipes roof lights etc.
* Bench desk tops, numbers sufficient to meet the long desk runs identified on the plans. Desk legs to be minimised to not restrict use and access. All desks must have easily accessible hidden cable containment.
* Unit cost for fully adjustable commercial operators chairs based on the numbers provided on the plan.
* Replacement room doors.
* Removal of small tutorial room and making good
* New carpet, lighting and redecoration of small office.
* New desks, pedestals and tall storage units for small office.
* The contactor is required to make an assessment of sound transference between existing rooms and suggest costed attenuation measures for consideration by the client if deemed to be required. Provisional sums to be included in the tender return.
* The creation of glazed screens/windows along corridors to be proposed as an optional cost.
* Proposals for the refurbishment of the corridors adjacent to these areas should be put forward and costed separately.

**6. General Project Requirements and Information**

**6.1 Programme**

Tenderers must provide an outline programme detailing phasing of the works and the period from start to completion. This will be based on having all areas vacant and ready to commence the works.

It is anticipated that the window for commencement of project area 1 and the first phase of project area 2 will be between July and September 2018. The actual commencement date will be finalised with the contractor once appointed.

A number of existing departments will need to be temporally relocated to achieve a full handover of the spaces. The University would also like to work with the successful contractor post tender to undertake a feasibility assessment of a phased sectional hand over approach.

**6.2 Requirements for Practical Completion**

The University will appoint a contract administrator; the contractor will notify the Contract Administrator of the Contractor’s anticipated completion date of the Works or a Section of the works.

Works to achieve practical completion:

1. IT and telecom/data cabinets/containment/cabling complete.
2. Copies of Building Regulations and Planning Approvals/Permissions handed over.
3. As built drawings including Services Installation (electronic and A3 paper format)

handed over.

1. All product guarantees and requested collateral warranties handed over.
2. Maintenance instructions for products incorporated within the works handed over.
3. List of Materials and Specifications, colours etc. handed over.
4. Details of Contractors and Sub-Contractors provided.
5. Emergency contact details for use prior to the defects date provided.
6. Commissioning and Test certificates for Mechanical, Electrical, Drainage, Lift, Fire, Security Installations etc. handed over
7. Four sets of keys all referenced and separately boxed handed over.
8. Health and Safety file as required by the CDM Co-ordinator handed over.
9. Certificate of Occupation handed over.
10. Staff training on all mechanical, electrical, delivered. Maintenance staff must have been shown the position of all mains, intake points, distribution boxes, isolation valves etc. and how to operate all emergency and firefighting equipment.
11. The adjusting, easing and lubricating moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances and controls confirmed.
12. Spares as requested within the Works Information e.g. ceiling tiles, ceramic tiles etc. provided.
13. Sparkle clean has been completed
14. A snagging survey has been completed

**6.3 Site Conditions**

With the exception of the works area the Blenheim walk building will be occupied and operational for the duration of these works. Contractors will be required to segregate and hoard off the work areas from the non-work areas. The contractor will be responsible for any cleaning required to non-work areas which have become contaminated from the activity of the works. Cross contamination must at all times be minimised by the contractor.

Contractors are responsible for all waste disposals and associated costs and must provide a waste management strategy within their proposal. This may include obtaining permits for enclosed skips to be situated on the roadside.

It is unlikely that space for external site cabins will be available when the work is undertaken. The contractor must allocate an area within the works site for any welfare and office facilities it may require, use of designated University toilet facilities maybe available but these will form part of the works area and must be maintained by the contractor.

Deliveries must be managed and co-ordinated to not disrupt the day to day activities of the University and will need to be accepted within the self-contained area of the works, unless by prior arrangement. Deliveries should be made early morning or evenings advance notification and agreement with the University will be required for deliveries outside of these times

**6.4 Safety & Security**

Safety and security of the site areas will be the responsibility of the Contractor. The contractor and its employees will be required to follow University safe guarding and health safety procedures whilst on site. This also applies to all subcontractors employed on the project. (See appendix 4 safeguarding and contractor guidance)

 **6.5 Parking**

There will be no onsite parking for operatives at Blenheim Walk however the University does have a car park facility situated approximately 5 minutes away from the Blenheim Walk building; subject to availability a limited number of parking spaces may be available for a charge of £2 per vehicle per day.

**6.6 Pre Tender Site Visits and Surveys**

It is strongly advised that contractors visit the Blenheim Walk site to familiarise themselves with the site layout and project areas prior to submitting a tender. Once the contractor has been appointed the University will not be held responsible financially or contractually for any omission or failure by the contractor to understand the site and operational constraints in relation to the project at Blenheim Walk.

 **Blenheim Walk Building Operating Hours**

 Term Time: September –July

|  |  |  |
| --- | --- | --- |
| Monday  | 7.45 | 21.00 |
| Tuesday | 7.45 | 21.00 |
| Wednesday | 7.45 | 21.00 |
| Thursday | 7.45 | 21.00 |
| Friday | 7.45 | 20.30 |
| Saturday  | 10.00 | 17.00 |

 Summer Hours out of term: August

|  |  |  |
| --- | --- | --- |
| Monday  | 7.45 | 18:00 |
| Tuesday | 7.45 | 18:00 |
| Wednesday | 7.45 | 18:00 |
| Thursday | 7.45 | 18:00 |
| Friday | 7.45 | 17.30 |
| Saturday  |  10.00 | 16.00 |

 **6.7 CDM**

 The University will appoint an independent principal designer for the project.

**6.8 Form of Contract**

JCT Minor Works Contractors Design/The University will arrange the contract documents.

**6.9 Payments**

Monthly staged applications for payments will be made by the contractor to the Contract Administrator providing detailed evidence of expenditure and project progress to date.

The standard payment terms of the University are 30 days after application. Tenderers should specify if they wish to provide a percentage discount for earlier payment.

**6.10 Retention**

 Retention of 5% of the contract sum will be applicable to the contract.

**6.11 Performance Bond**

The contractor will be required to provide the University with a performance bond of 10% of the contract sum prior to the commencement of the works.

**6.12 Insurance**

 The contactor must hold and maintain levels of insurance cover below:

Public Liability - £10m

Employer’s Liability - £10m

Professional Indemnity - £5m

**6.13 Value for Money**

The submission will be evaluated against 3 main criteria with the following weighting. Value for money must be at the centre of any proposals submitted.

Evaluation Weighting

1. Overall Design = 25%
2. Cost = 60%
3. Project delivery = 15%

**6.14 Design**

The design and innovation are important factors in this project. For the University to fully evaluate design proposals contractors are to provide with their tender submission floor plan layouts of the new spaces, 3d renders which give an indication what the completed spaces will look like and mood boards.

Due to the subjective nature of the project in relation to the design elements the University’s decision to award the project will be final and will not be subject to challenge. If requested, scoring and feedback will provided to companies that were unsuccessful but this will be at the discretion of the University.

**6.15 Budget Costs**

In addition to the overall project budget figure we require the contractor to provide an itemised schedule of budget costs for the project areas, the Mac suite price should be based over 3 years.

**6.16 Project delivery**

Tenderers should summarise how they intend to approach the project in relation to the site constraints and delivering the project in an operational building. The proposed programme will also be part of this evaluation which will be assessed against feasibility and practicality. Contractors are asked to provide an outline site management plan.

**5. TERMS AND CONDITIONS**

The Leeds Arts University Terms and conditions are embedded here

