



Public competition for the selection of an Independent Client Adviser for the organisation of the procurement of a multidisciplinary design team and for the supervision of the design studies.

**« Lycée Français Charles de Gaulle de Londres :
refurbishment programme of the South Kensington site »**

NOTICE OF COMPETITIVE PUBLIC TENDER - RESTRICTED TENDER

Closing date and time for receiving the application files:
Wednesday 18 November 2015 at 6:00 pm (London time)

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SECTION I : CONTRACTING AUTHORITY

I.1) Designation of the Contracting authority :

- The Contracting authority (or Client or Project owner) is:

The Lycée Français Charles de Gaulle de Londres, school under direct management of the Agency for French Education Abroad (AEFE).

- The Contracting authority is represented by:

M. Olivier RAUCH – Headmaster of the Lycée Français Charles de Gaulle de Londres (by delegation).

I.2) Name, address and contact point(s):

I.2.1) The address and contact details of the Contracting authority are :

. for site tour or document submission:

35 Cromwell Road, London SW7 2DG – United-Kingdom

. for sending mail:

Lycée Français Charles de Gaulle, for the attention of M. GAUDRY, Bursar
35 Cromwell Road, London SW7 2DG, United-Kingdom

. for contacts:

Tél. : +44(0)20 7590 6876 / Courriel : travaux@lyceefrançais.org.uk

Site Internet : <http://www.lyceefrançais.org.uk>

I.2.2) The people in charge of this procedure on behalf of the Contracting authority are:

- M. Benoît GAUDRY, Bursar of the Lycée Français Charles de Gaulle –

Email : daf@lyceefrançais.org.uk

- Mme Justine PARÉ, Property Project Manager of the Lycée Français Charles de Gaulle –

Email : travaux@lyceefrançais.org.uk

I.3) Additional information :

The Contracting authority is a French education establishment located abroad in a country member of the European Union. It is under direct management of the Agency for French Education Abroad (AEFE) which is a Public Administrative Establishment based in France.

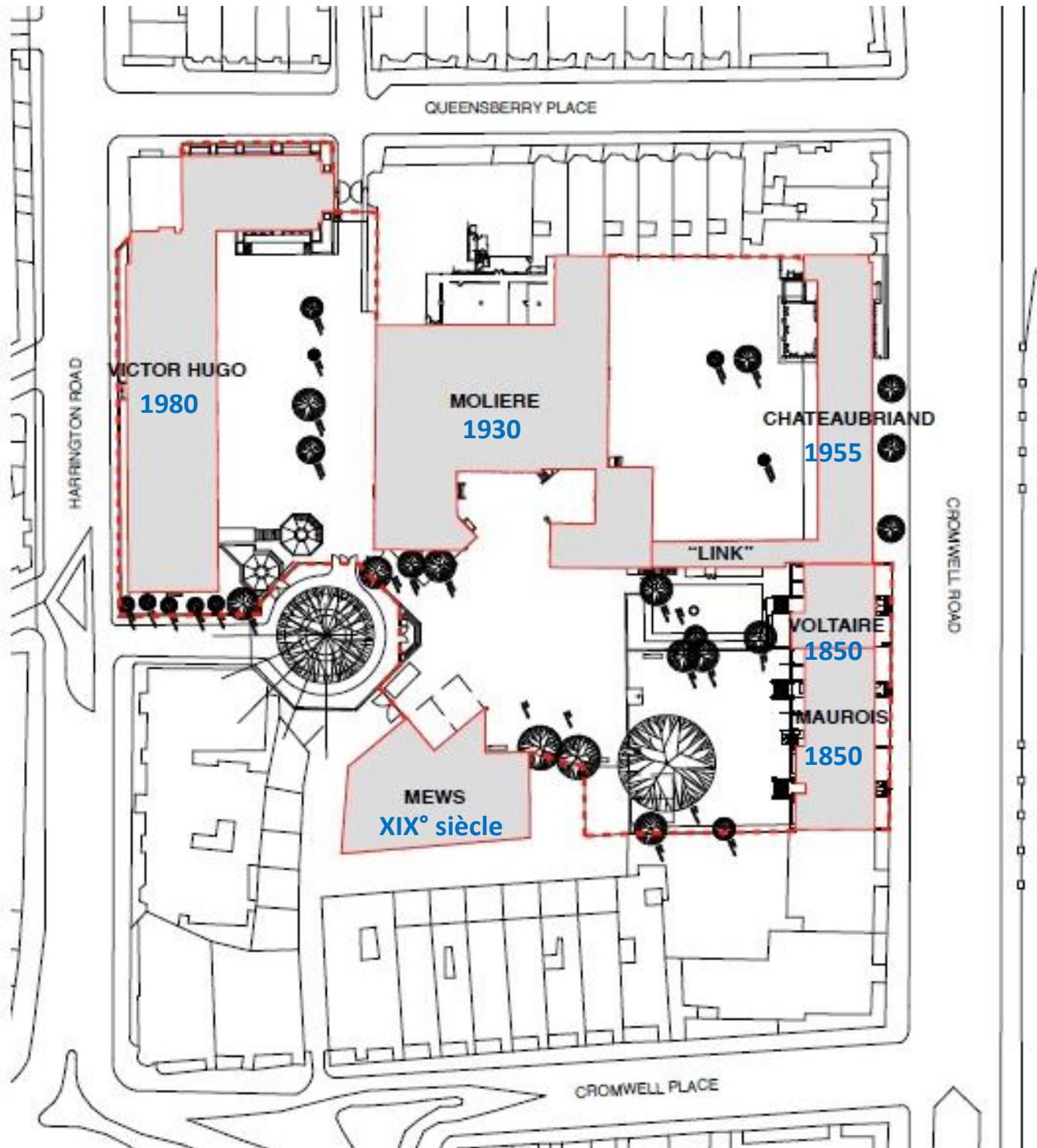
The Contracting authority acts only on its own behalf.

SECTION II : PROJECT DESCRIPTION

II.1) Brief description of the comprehensive project:

Located in the heart of South Kensington, the Lycée Français Charles de Gaulle is launching a major renovation program with a technical and regulatory upgrade of all the buildings of its main site. This master plan will begin at the end of 2015 and will span over several years.

The Lycée Français Charles de Gaulle has celebrated its centenary in 2015 and is now counting about 4000 students. The Lycée is composed of 5 sites including the historical main site in South Kensington, with 3000 students from Reception Year to Six Form. This operation focuses only on the South Kensington site, composed of a set of seven heterogeneous buildings from different periods (1850 to 1980), two of which are listed buildings. The built-up area is 21.700 m² (234,000 sqft) on 1.3ha (2.5 acres) of land.



Overall site plan of the South Kensington site (period of construction of each building in blue)

The site has been saturated for a few years after a substantial increase of the number of students. The Lycée has established a management strategy of the number of students on the South Kensington site now that the numbers of students on other sites (French schools in Clapham, Fulham and Ealing) are stabilized and that the new French Secondary School has been open in Wembley. This reflection makes these refurbishment interventions possible while keeping the school in use.

Several technical and regulatory surveys and different architectural and functional feasibility studies have enabled the school to draft a strategic renovation master plan for the site. Developed in 2015, it includes seven independent sub-operations, described as follows (with the buildings' designations):

1. Securing of the South Kensington site and its principal access
2. Interior refit, inclusive access for person with reduced mobility, technical renovation and upgrade for Chateaubriand and Link buildings;
3. Restoration of elevations, renovation of external joinery, technical renovation and accessibility upgrade for Maurois and Voltaire buildings;
4. Interior redevelopment, technical renovation, fit-out of an air renewal system, renewal of windows and improving standards of the Molière building;
5. Lifts replacement in Molière, Chateaubriand and Voltaire buildings ;
6. Technical renovation and fit-out of an air renewal system in the Victor Hugo building;
7. Redevelopment and modernisation of the main kitchen.

These sub-operations will encompass different building trades but will not aim at a complete redevelopment of each of the buildings. They will be studied globally by a single multidisciplinary design team (yet to be chosen), but the works will be implemented in distinct work phases.

The challenges of this renovation plan are: the diversity of interventions (dealing with external envelope, internal partitions, and technical installations) and phasing of the works within an occupied school, with several building sites coexisting with students for several years.

II.2) Projected budget for the works related to this competition :

The projected global budget inclusive of total expenditures for this renovation is estimated by the Lycée at 12.5 million pounds.

II.3) Phasing of the operation:

Given the complexity of the works to be undertaken, in order to precisely ascertain the best technical and architectural solution that integrates the particular conditions of implementation of all these operations, the Lycée is seeking to appoint a multidisciplinary design team for the whole project. This team will be in charge of design, project management and contract administration.

The selection of this team is complex and crucial and the expected fees will largely be over the European Union public procurement threshold. Therefore, the Lycée is seeking to appoint in addition:

- I. First, an Independent Client Adviser to assist the Lycée in the selection of the multidisciplinary design team and the preparation of the contract and scope of services;
- II. Second, a Project Manager to assist the Lycée – in addition to the multidisciplinary team and once the Developed Design stage is completed – in the definition of the phasing of the different sub-operations as well as the organization of the public procurement of contractors and the control of the compliance of the works.

In the first instance (**Stage 1 – 2016**), the Lycée will appoint the aforementioned multidisciplinary design team to conduct design stages up to the Developed Design stage (stage 3 of RIBA plan of work 2013) for the whole operation. **It is for this first stage that this notice of competitive public tender is issued to appoint an Independent Client Adviser early January 2016.** At the same time, the Lycée will define, cost and launch a first package of priority works, which are the ones linked to the security of the site and the reconversion of unoccupied accommodations, enabling the sequencing of future works stages.

In a second instance (**Stage 2 -2016 to 2020**), the Lycée is planning to continue the necessary studies, seek statutory approvals and then implement the works in several phases. It is for this second stage that the Lycée will launch another competitive public tender to appoint the aforementioned Project Manager in 2016.

The awarded applicant for the Independent Client Adviser contract will not be able to be selected for the Project Manager contract. The awarded Independent Client Adviser will not have any connection with the multidisciplinary design teams that will participate in the tender later on.

SECTION III : PURPOSE OF THE COMPETITION AND PROCEDURE DESCRIPTION

III.1) Procedure description

III.1.1) Brief description of the type and proceedings for this procedure:

This procurement procedure is a restricted competitive public tender, composed of two phases:

- **Phase 1:** selection of the applicants qualified for the competition, after the recommendations of a judging panel who will analyze and rank the applications received according to the criteria detailed in SECTION V and the information submitted in accordance with SECTION VI hereinafter ;
- **Phase 2:** the selected applicants will submit an organisational, technical, financial offer, on the basis of the Consultation file for designers sent to the qualified applicants. The Consultation file will be composed of the Consultation rules, the terms and conditions of the contract, the scope of services and a presentation of the site and the project. The judging panel will analyze the submitted offers considered in compliance with the Consultation rules and will decide on their rank according to the evaluation criteria defined in SECTION V and precised in the Consultation rules.

For phase 1: after looking into the analysis and rankings of the judging panel, the Contracting authority will draw up the list of applicants qualified to submit an offer.

For phase 2: after looking into the ranking decided by the judging panel and after reading carefully the technical and financial offers of the competitors, the Contracting authority reserves:

- The ability to audition one or several applicants who have submitted complying projects;
- The possibility to start negotiations with the appointed applicant(s);
- The right to adjust the architectural and technical project as well as the final contract with the awarded applicant appointed at the end of this procedure.

III.1.2) Restriction of the number of applicants for phase 2:

The number of applicants admitted to submit an offer is between a maximum of 5 and a minimum of 2 teams. No team has already been pre-qualified.

III.1.3) Precisions on the extent of the procedure:

This procedure does not involve the establishment of a framework agreement and is not covered by a Government Procurement Agreement (GPA). No file reference number has been attributed by the contracting authority.

This contract is not divided into lots. There has been no previous publication concerning the same contract.

The contract resulting from this competition may be subject to renewal under conditions that will be defined in the Consultation rules.

The possibility to propose one or two variants and the applicability of options for the offers submitted in phase 2 will be specified in the Consultation file for designers.

III.1.4) Composition of the judging panels and impact of their recommendations:

The composition of the judging panels has not been decided so far. It will be published later. The work sessions of the judging panels will not be public. The recommendations of the judging panels are not binding for the Contracting authority.

III.2) Preferred professions for this application:

This pre-qualification notice is primarily intended to an applicant or a team of applicants who can cover at least one or preferably several of the following skills:

- Assistant to the Contracting authority or procurement adviser for building projects;
- Project Manager for property projects;
- Design consultants: architect, surveyor, engineer...;
- Property experts;
- Independant client adviser, RIBA client adviser, Client's representative...

In case of a group, there will be an authorized representative of the group. Each member of the group will be severally liable and the authorized representative will be jointly liable for each group member in relation to its contractual obligations to the Contracting authority.

In the event of a change in the composition of the applying project management team or of a change for any other statement included in this application, which would appear after the notification of the pre-qualification results to the qualified applicants, the Contracting authority reserves the right to disqualify that team without any possibility for them to make a claim.

An authorized representative will only be allowed to apply for one team. On the other hand, the other members of the groups will be allowed to apply within several groups.

SECTION IV : PURPOSE OF THE CONTRACT

IV.1) Content of the services assigned to the awarded applicant of this competition:

IV.1.1) Title of the contract project related to this competition:

Independent Client Adviser contract for the selection of a multidisciplinary design team and for the supervision of the design studies until the completion of Developed Design for the refurbishment programme of the Lycée Français Charles de Gaulle in London.

IV.1.2) Contract type related to this competition:

The contract will be defined with the winner of this competition in order to take into account the special features and the context of the project. The terms and conditions will be specified to the applicants qualified for phase 2.

The contract resulting from this competition aims at procuring property advice services and assistance to the Contracting authority.

The services can be described by the following common procurement vocabulary (CPV) codes : 71000000-Architectural, construction, engineering and inspection services ; 71230000-Organisation of architectural design contests ; 71241000-Feasibility study, advisory service, analysis; 71242000-Project and design preparation, estimation of costs ; 71315200-Building consultancy services

IV.1.3) Content of the mission contracted to the winner of this competition :

On the basis of the Consultation file for designers, of the offer and its adjustments following the awarded applicant's nomination for this competition, the contract holder will complete property project and independent client advisory services for the refurbishment programme of the school's buildings according to the following breakdown:

A) Firm part of the contracted services:

- Advice for the choice and implementation of public procurement procedures for the selection of different members of the project team :
 - o Inform the Lycée about special features of British procurement rules and about European procurement procedures ;
 - o Shed light on the local regulatory and technical context in the construction field;
 - o Advise the Lycée on the planning and organisation of its procurement procedures ;

- Assistance for the selection of the multidisciplinary design team :
 - o Examine the applications and suggest ranking on the basis of the evaluation criteria defined by the Lycée ;
 - o Assist the Lycée with redaction of the Consultation file for designers;
 - o Analyse the offers and help in ranking the qualified applicants according to the project they have submitted ;
 - o Help in answering to the applicants' questions in both phases 1 and 2 ;
 - o Assist the Lycée in drafting the contract for the multidisciplinary design team.

B) Conditional part of the contracted services:

- Supervision of the design studies until the completion of the stage equivalent to Developed Design stage 3 (as defined by RIBA plan of work 2013), degree of details and deliverables yet to be defined:
 - o Monitor the work of the multidisciplinary design team until the Lycée approves the Developed Design;
 - o Check the consistency and the feasibility of the design studies in terms of costs, planning and implementation regarding to the local conditions and the expectations of the Lycée;
 - o Advise the Lycée on expertise and/or additional studies to carry out for a better management of the project.

Both firm and conditional parts of the contracted services include the production of any reports, records, memo and/or graphic elements deemed useful at the end of each stage to summarise and present results, assessments or propositions. Such documents will have to be electronic documents compatible with PDF format or DOC, XLS, PPT formats (MS Office 2010) or JPG format.

For the implementation of the services designated by this competition, the awarded applicant will have to come to the project site and take part in presentation or review meetings. The number, duration and frequency of those meetings will be defined during phase 2 (i.e. qualified applicants' offers submission).

IV.2) Projected schedule in principle for the services designated by this competition:

The proceeding of the services will be adapted to the schedule of the selection procedure of the multidisciplinary design team, and to the progress of their studies.

The projected schedule of the mission is summarised as follows:

- 1- Launch of the multidisciplinary design team competition :..... end of November 2015
 - a. Receiving of applications :..... mid-January 2016
 - b. Receiving of offers:..... beginning of March 2016
- 2- Projected date for the beginning of design studies :.....April 2016
- 3- Period for design studies until Developed Design :.....6 months

IV.3) Conditions for obtaining the documents related to this procedure:

All necessary documents to apply for this pre-qualification may be downloaded freely from the website of the Lycée Français Charles de Gaulle de Londres: <http://www.lyceefrancais.org.uk/tenders>.

For further details, applicants may look at SECTION VII of the present notice.

SECTION V : ANALYSIS CRITERIA OF APPLICATIONS AND OFFERS

V.1) Criteria for the selection of the applicants qualified for phase 2:

The judging panel will be in charge of the examination of the applications according to the following criteria:

1. Skills:

- skills and qualifications in assisting contracting authorities for project management of building works projects...
- ...with ideally (i) architectural and technical, quantity surveying and statutory approval skills for equivalent or similar operations to the Lycée's, (ii) skills for school or education projects, (iii) skills for projects in the United Kingdom, particularly in London, (iv) skills in renovation of existing buildings with conservation and listed building stakes and (v) skills for operations in occupied sites;
- qualifications and experiences of the applicant and all the members of the team;

2. Capacities:

- organisation, on-site availability and allocation of roles of the applicant or applicant team;
- in case of a group, consistency and balance of the team;
- human and material resources of the applicant or each member of the applicant team;
- financial capacity according to the turnovers of the past three years;
- authorisation to practise the profession to provide these services in England;
- fluency in English and, if possible, French;

3. References:

- references for similar projects and/or projects of equivalent complexity and importance;
- references for school or education projects and/or renovation or redevelopment of existing buildings with a heritage component;
- experience in managing competitive public tenders for multidisciplinary design teams;
- experience in managing property projects carried out in England and, if possible, in Central London.

4. Motivation of the team for the project and good understanding of its stakes and context;

5. Respect of the terms for the submission of application files as described in this document and its possible addenda.

V.2) Evaluation criteria for the offers submitted in phase 2:

A judging panel will be in charge of examining the work produced by the qualified applicants. The judging panel will only examine offers verified regarding their compliance with the Consultation file for designers' specifications and declared acceptable.

The analysis, the judgement and the ranking of offers will be recommended by the judging panel to the Contracting authority's representative on the basis of the evaluation criteria specified in the Consultation file for designers, which will only be given to the qualified applicants. The criteria will be revolving around the 3 criteria categories:

1. Extent and nature of the services as well as the technical value of the offer analysed according to the proposed organisation of the team and its work method;
2. Cost of the services, that will be analysed on the basis of the overall cost, rates and number of days and meetings proposed as well as expenses including travel;
3. Lead time for: mobilisation, realisation of the services and answering to requests from the client.

SECTION VI : PRESENTATION AND SUBMISSION OF APPLICATION FILES

VI.1) Documents to be provided by applicants – PRE-QUALIFICATION QUESTIONNAIRE (PQQ):

There is no ready-to-fill Pre-Qualification Questionnaire. The documents listed and described in this part will form the application file every interested team has to submit.

The overall application file will be organized in two distinct parts: a) presentation of the team on the one hand, and b) file of references on the other hand.

a) A presentation file including :

- a1 - An application letter which designates the applicant or the members of the applicant team specifying the authorized representative;
- a2 - A covering letter for the services described in SECTION IV of 2 x A4 portrait sheets maximum;

a3 - A presentation of the composition and resources of the applicant team, with at least the following information:

1. Names of the legal entities forming the applicant team, specifying the authorized representative;
2. Professional addresses, phone numbers, email addresses, websites of the applicant team entities;
3. Legal form/Company status, registered stock, company registration number ;
4. Net turnover over the past three years ;
5. References of professional registrations and professional insurances for each entity ;
6. Identity of the lead adviser, list of management staff and permanent workforce over the last three years and possibly significant material means (for example, number of work stations and softwares used, ...) for each entity;
7. The name and resumé (including professional qualifications) of each person who might be in charge of the execution of the services ;
8. If applicable, the power given by the applicant team entities to the authorized representative for representing the group.

a4 - For each entity, a statement on oath specifying that the applicant:

1. complies with his fiscal, social and legal duties;
2. is not forbidden by law to take part in a competition procedure;
3. has not been convicted of an offense punishable under Labour Law and Commercial Law in his country of residence nor has he been convicted of corruption or money laundering ;
4. is neither in personal bankruptcy proceedings nor in liquidation proceedings nor is he put into receivership.

b) A file of references including:

b1 - A list of five recent references maximum for each member of the group for similar or equivalent services to the purpose of the contract of this competition;

b2 - A selection of five recent significant references which deserve to be highlighted since they have equivalent complexity or since they are relevant compared to the nature, scope and features of the object of this competition.

Each reference will include the following information: name, location and description of the operation (including quantifiable elements like costs, surface areas, etc.), name of the Contracting authority, progress of the operation, nature, scope and duration of the services provided by the applicant.

For their most significant references at least, the applicants are encouraged to provide recommendations from the Contracting authority of the services they have provided.

All these elements constitute the application file. In the event an applicant would not have sent the whole of these documents, the client reserves the right to request the missing elements from him/her.

VI.2) Reference language for the procedure and the documents to submit:

The application files will be written in English. The applications in French language will be allowed. Any other language will not be accepted.

The Contracting authority and its representatives will communicate with the applicants in English, which is the reference language of this procurement procedure.

VI.3) Terms for the submission of applications:

The application files will be submitted in a double sealed envelope sent by registered post with proof of receipt or delivered by hand against receipt to the following address:

Lycée Français Charles de Gaulle de Londres
Service Administratif et Financier

35 Cromwell Road
London
SW7 2DG
United-Kingdom

The outer envelope shall be labelled : « **Projet de rénovation globale du site principal du Lycée Français Charles de Gaulle de Londres – NE PAS OUVRIR** » (« *Refurbishment programme of the main site of the Lycée Français Charles de Gaulle de Londres – DO NOT OPEN* »).

The inner envelope shall be labelled : « **Candidature pour la mission d'AMO – site de South Kensington - Lycée Français Charles de Gaulle de Londres** » (« *Application for Independent Client Adviser services – site of South Kensington – Lycée Français Charles de Gaulle de Londres*») and will indicate the name of the applicant or the names of the applicant team's members.

The application files will be submitted in a single copy printed on A4 paper sheets, plus one electronic copy (CD, DVD, USB key...) on PDF format or DOC, XLS, PPT formats (MS Office 2010) or JPG format

Only one application file is authorised to be delivered by each team. Any additional sending will be ruled out when the applications are opened.

Application files delivered after the date and time specified below or whose stamp might indicate that the date of dispatch passes the limited date shall not be accepted and will not be taken into account for the application.

The period of validity of the application files for both phases 1 and phase 2 is 90 days from the closing date for receiving application files.

VI.4) Closing date for receiving application file :

Wednesday 18 November 2015 at 6.00 pm (London time).

SECTION VII : MISCELLANEOUS AND ADDITIONAL INFORMATION

VII.1) Competition compensation, payment term for the amount due in relation with the procedure :

There will be no competition compensation for the present procurement procedure.

No surety-bond is required to submit an application file or to receive the Consultation file for designers.

Payment for the services in relation with the present procedure will be provided by the Lycée Français Charles de Gaulle. The overall payment time limit for settling accounts shall be 30 days.

Payments will be made by bank transfer to the bank account details provided.

The currency unit used shall be the pound sterling (£ GBP).

VII.2) Additional information and questions about the procedure :

For any additional information or any question, the applicants may send their request simultaneously to the two persons in charge of the procedure in writing to their email addresses as detailed in SECTION I, I.2.2).

The last questions should be received at the latest 96 hours before the closing date for submitting files as specified in this document. The persons in charge of the procedure are committed to replying within 48 hours.

There will be no site tour organised for the applicants. The qualified applicants will be allowed to ask the persons in charge of the procurement procedure for a site tour during phase 2. The conditions of this non-compulsory site tour will then be defined with the interested applicants. The applicants will not be defrayed for this non-compulsory site tour.

VII.3) Modification, possibility of suspending and/or resuming the selection procedure:

The Contracting authority reserves the possibility to modify the terms described in this document and/or its potential future addenda. In this case and if these modifications occur within 7 days of the closing date for submitting applications, the Contracting authority will be able to extend the deadline accordingly.

The Contracting authority reserves the right to stop this procedure at the end of the selection phase(s) and/or declare it closed, with no possibility for the qualified applicants, the appointed applicant and the contract holder to claim a delay or retracting compensation for the work related to the phase(s) or stage(s) which have not been carried out.

VII.4) Authority in charge appeal procedures :

In the event of dispute and if amicable negotiation could not be settled between the parties within ad hoc conditions, the appeal procedures shall be arbitration first, then – in case of failure or refusal to submit from one of the parties – defense before the competent local courts.

VII.5) Publication date of this pre-qualification notice:

This notice has been available online since Monday 26 October 2015.

==== END OF THE NOTICE ====