



Coordination of the Spring Place Office Reconfiguration

Contract Reference: TCA 3-7-1736

Schedule 2 – Requirements Specification

1. Background

The Maritime and Coastguard Agency (MCA) is an executive agency of the Department for Transport. The MCA is responsible for:

- minimising loss of life amongst seafarers and coastal users
- responding to maritime emergencies, 24 hours a day;
- developing, promoting and enforcing high standards of marine safety;
- minimising the risk of pollution of the marine environment from ships and where pollution occurs, minimising the impact on UK interests.

The MCA provides a full range of search and rescue, counter pollution, survey, inspection and enforcement activities, in and around the UK coastline (including Northern Ireland) and has seven major business activities, all within the Directorate of Maritime Services: -

- Search and Rescue
- Ship Safety and Pollution Prevention
- Seafarers' Standards
- Counter Pollution
- Survey and Certification of Ships
- Inspection of Ships and Enforcement of International Maritime Conventions
- Registration of ships and seafarers

The MCA acts as a 999 Emergency Call Service through its network of 10 Maritime Rescue Co-ordination Centres (MRCCs) and 1 Joint Rescue Co-ordination Centre (JRCC) plus two Data Centres in Aberdeen and Fareham. HM Coastguard is divided into operational areas around the UK and these rescue teams operate out of 500 sites around the coast. These sites require regular maintenance, general decorative updating and fit-out works.

2. Requirement Overview

- 2.2 This requirement is for a working group coordinator to look at and gather further information on the office space needs and furniture requirements for each department within the Spring Place offices including designing individual department working spaces. The objective is to improve the Spring Place work environment and to streamline department space needs.



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- 2.3 The successful bidder will be working with the MCA project stakeholders and the Restack Working Group to define the requirement, design and deliver a reconfiguration of the occupied office spaces at the MCA HQ location in Spring Place. Southampton.
- 2.4 Spring Place, in Southampton, is the national Head Quarters of the Maritime and Coastguard Agency (MCA) and is in central Southampton. The building comprises of four floors, Ground, First, Second and Third Floors and is shared with some other Government organisation and is predominantly configured as general office space Spring Place is the headquarters of the Agency.
- 2.5 The building (internally and externally) is in a very good state of repair. The offices are laid out predominantly as workstations with some alternative workplace settings and some built meeting spaces.
- 2.6 Spring Place is held under a long leasehold agreement between MCA and The Government Property Agency (GPA).
- 2.7 The proposed works are:
- Complete an inventory of all furniture currently within Spring Place
 - Schedule and lead an early engagement meeting with stakeholders and Working Group members to outline the consultative process for:
 - Briefing stakeholders and Working Group members on:
 - 1). Modes of individual and team working (collaboration, social, 121, focus etc)
 - 2). How the data relating to ways of working will be captured
 - 3). Timeline
 - 4). Sharing of draft 2D drawings
 - 5). Logistics and implementation plan
 - 6). Involvement of Working Group members in the project delivery.
- 2.8 The bidders will be responsible for defining the process of engagement with the working group members.
- 2.9 Any provision for new furniture would be dealt with outside of this contract and via Crown Commercial Services (CCS) framework suppliers.



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2.10 The Contract for this Project should allow for the logistics of relocating any existing furniture to allow for new installations, any disposal of furniture no longer required and any recycling. For the purposes of pricing, contractors should submit a table of rates for each labour element as a separate attachment in the Jaggaer Portal Commercial envelope.

2.11 The contractor is expected to deliver 2D CAD drawings with mood boards setting out the design layout of each floor. The mood boards must be clearly referenced and explained in terms of how they will influence design decisions. The contractor should allow for at least two reviews of the draft before approval of final drawings for implementation. Each review to take the form of a workshop with members of the Restack Working Group and the contractor should define and cost whether workshops should be held as a group or as individuals.

3. **Site Visit**

3.1. Site visits are scheduled to take place week commencing 9th December 2024. It is considered essential that all Contractors visit the property before tendering to submit a realistic tender and confirm the information provided within the tender documentation. Your attendance/non-attendance will be considered during the final evaluation stage. Site visits must be made by prior arrangement via the Jaggaer Portal email system. Please provide the names of the attendees and your preferred date and time.

4. **General Specification**

4.1 Items listed as no longer required must be allowed for in this contract and must be disposed of ethically and sustainably in accordance with relevant regulations.

4. **Health and Safety**

4.1 At this stage we do not foresee that this requirement will be notifiable.

5. **Handover**

5.1 The contractor is to provide a handover file for the project that includes notes from meetings and 2D drawings.

6. **Location**

6.1 The location for the works is at Spring Place, 105 Commercial Road, Southampton, SO15 1EG



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7. **Delivery**

- 7.1 The MCA requires works to commence as soon as possible after contract award. Tenderers should state in their tender their lead time for commencing work.

8. **Payment**

- 8.1 Payment shall be made upon completion and sign-off of works by MCA. Payment shall be subject to the receipt of a valid and correctly submitted invoice.
- 8.2 Invoices should be addressed as below and must include the Purchase Order number issued by the MCA:

DfT Shared Service Centre
Unity Business Services
Sandringham Park,
Swansea Vale
Swansea
SA7 0EA

- 8.3 Due to Covid-19 invoices are currently being processed electronically, and therefore should be emailed to: ssa.invoice@ubusinessservices.co.uk
- 8.4 The MCA pays undisputed invoices 30 days in arrears.

9. **Sustainability**

- 9.1 The MCA is committed to sustainable procurement. This means making the necessary decisions to protect our environment and to operate its procurement activity in an economically, socially and environmentally responsible way. Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract.
- 9.2 More information on the environmental consideration can be found at:
- <https://www.gov.uk/government/policies/making-sustainable-development-a-part-of-all-government-policy-and-operations>
 - <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>