

Tender

Bishop Otter Campus: Measured Term Contract for student residences Courtyard Blocks “light touch” refurbishments

The University of Chichester

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### Tender Page i

1. Introduction and general background

## 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 advantageous solution to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

## Background to this tender

The University of Chichester is looking to appoint a competent contractor to undertake a rolling series of “light touch” refurbishments of its “Courtyard blocks” at its Bishop Otter Campus in Chichester comprising:

* Petworth “Block” (3 flats, 18 bedrooms in total)
* Arundel “Block” (2 flats, 11 bedrooms in total)
* Duncton “Block” (2 flats, 12 bedrooms in total)
* Ifold “Block” (3 flats, 18 bedrooms in total)
* Loxwood “Block”: Halls 1, 2, 3 and 4 (24 bedrooms in total – noting each “Hall” is to be treated as a “flat” in the pricing schedule
* Midhurst Block (3 flats, 17 bedrooms to total)

A measured term contract is to be let for this work which will provide a “framework” under which the successful contractor can be appointed to refurbish rooms around their availability.

Availability of rooms can be throughout the year and not specifically limited to either term-time or vacations. Current planning however is that the summer conference season (typically late June – September) is to be avoided for works on site.

The lifespan of the contract will be 3 years. There is no guarantee however that the University will be able to release all rooms for refurbishment over this timeframe.

## High level requirements

#### Specifically, this tender is aiming to deliver:

* + - The appointment of a suitably experienced and competent contractor capable of delivering light touch refurbishment of the courtyard block residential blocks at the Bishop Otter Campus, Chichester.
    - The use of a measured term contract with transparent pricing structure to permit a simple and compliant procurement route, allowing the construction team to respond promptly and flexibly to rooms becoming available for refurbishment over the 3-year life of the contract.
    - Conditions to foster the creation of a strong working relationship between Employer, Contractor and their supply chain for the three-year life of the contract and where all parties derive benefit from a degree of stability and continuity of work.

#### General

* + - The form of contract will be the JCT Measured Term Contract 2024.
    - The tender documents include a pricing schedule allowing works to be priced differently depending upon whether rooms are refurbished individually, as an entire flat or the block as a whole. Some works are only relevant to these larger scale interventions.
    - The lifespan of the contract will be 3 years.
    - The estimated total value of works over the 3-year period is £300,000 (excluding VAT)
    - There is no guarantee however that the University will expend all monies over the 3-year period or that sums will be expended equally each year.
    - Rates are to be all-inclusive. There is to be no uplift to rates for overtime or out of hours working. Clause 5.7 will be deleted in the contract to reinforce this point.
    - There will be no uplift for inflation to rates over the life of the contract. N.B. the Fluctuations and revision of Daywork clauses in the contract are to be marked as not applicable. Clauses 5.6.4 and 5.6.5 in the contract in respect of annual uplift will also be deleted.
    - To enable the University to work with the contractor to achieve the maximum delivery of refurbishment works over the life of the contract, the successful contractor will be expected to engage and work proactively with the University team to support a smooth and structured release and return of rooms. This is expected to be achieved through prompt and thoughtful engagement with the University and specifically in relation to:
      * the planned timing of releasing rooms for refurbishment,
      * efficient and unobtrusive site establishment,
      * quality and timely delivery of works on site,
      * the minimisation of noise, dirt and disruption to surrounding occupants during the works
      * good communication skills,
      * a robust and reliable supply chain.
    - The contract will be granted on a non-exclusive basis, but primarily only to protect the Employer against any resource constraints, quality issues or productivity issues it has with the Contractor.
    - Contractors must hold a minimum of £10m Public Liability Insurance. Certificates will be requested from the successful contractor as part of the appointment process.
    - The successful contractor will be expected to perform the duties and be appointed Principal Contractor under the Construction Design and Management Regulations 2015.
    - More details of the blocks to be refurbished, including plans, photos and asbestos surveys are in the attached appendices.

## The bidding process

Whether through our tendering advertisements, or where we have contacted you directly to ask for a submission, we ask that you contact us only through the email account [tenders@chi.ac.uk.](mailto:tenders@chi.ac.uk) This includes for your submission, and any questions you may have. We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. As the tender process will involve financial and qualitative elements section 0.10 sets out submission requirements.

We have allowed 30 days for the return of proposals and have set a closing date and time of 09:00 on 17th of February 2025. Submission is through [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

There is an opportunity for a site visit during the tender process. Site visits are highly recommended. Please contact Steve Parker directly to arrange a site visit at [steve.parker@chi.ac.uk](mailto:steve.parker@chi.ac.uk).

## Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:%20tenders@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.

## Procurement timetable

The procurement project is working to the following timescale:

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| --- | --- |
| Stage | Key Dates |
| Publication of Tender | 15/1/25 |
| Site Visit | 27/1/25 |
| Closing date for Supplier Clarifications | 6/2/25 |
| Closing Date for Submission | 09:00 on 17/2/25 |
| Supplier interviews | w/c 3/3/25 |
| Award | w/c 10/03/25 |

## 

## Submission details

You are welcome to notify the University with your ‘Expression of Interest’ but please 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.](mailto:tenders@chi.ac.uk)

Please note, we **do not** accept submissions via file transfer sites. Tenders@chi.ac.uk accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

## Assessment process

The University awards contracts on the basis of most advantageous tender, assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel will assess the supplier’s submission against the following criteria:

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| --- | --- |
| Criteria | Weighting |
| C1 - Coherence and clarity in meeting the University’s requirements (including organisational experience and capability) | 50% |
| C2 - Cost | 40% |
| C3 - Environmental and Sustainability performance | 5% |
| C4 - Corporate Social Responsibility and Social Value | 5% |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | Pass / Fail |

In relation to qualitative responses, the following evaluation methodology will be applied:

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| Evaluation methodology for qualitative responses | | Score (to which weighting in tender is then applied) |
| Excellent | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full | 10/10 |
| Good | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled | 6/10 |
| Acceptable | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but lacks details of how the requirement will be fulfilled in certain areas | 3/10 |
| Poor | Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled | 1/10 |
| Unacceptable | Nil or inadequate response. Fails to demonstrate understanding or ability to meet the requirement | 0/10 |

Criteria definitions based on Higher Education Purchasing Association: <https://hepa.ac.uk/>

## 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.

* 1. The template for your submission

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

We have deliberately avoided overloading the 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.

Submission template

1. Contact Details and Declaration

Please set out the names / contact details for the people you want to be included in any correspondence from the University. Please note as set out above, that no correspondence from your company in relation to this tender, should be sent elsewhere but to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

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| --- | --- |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. Section Questions

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| --- | --- |
| C1.1 | **Team offer/capabilities (10%):**  Please provide details of your proposed team and organisational structure for delivering this contract. Please include CVs for key staff identified.  Each CV shall include as minimum:   * Total number of years relevant experience to their role * Grade/level of seniority in the company * Relevant experience to this contract * Location of office base * Year of joining the company.   **Maximum one half of one side of A4 in 10-point font for organisational structure and per CV** |
| Enter supplier response here: | |

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| C1.2 | **Case studies/previous project experience and relevance to this commission: (5%)**  Please provide details of previous case study contracts, highlighting areas of similarity to this contract either in nature of work or where there is proposed use of the same team members. Photographs of previous projects are welcome  **Maximum of 3 case studies, with all three taking up to one side of A4 in total including photographs (10-point font)** |
| Enter supplier response here: | |

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| C1.3 | **Approach and methodology: (15%)**  Please describe your planned approach to fulfilling this contract, at overall contract and at individual work order levels. Highlight in particular:   * How your percentage allowance for preliminaries has been calculated under the three different scales of refurbishment in the pricing schedule and what in “headline” terms has been included for under each scenario. * How you would see the “call-off” process working in relation to the University placing individual works orders – including the stages, processes and timescales involved with each and your anticipated level of involvement as Contractor. Draw on examples of previous good practice proposed to be adopted here if helpful. * Where you believe your company in particular can bring value to the University. * Highlight any areas of concern or risk you perceive in relation to the contract and how you would propose mitigating these.   **Up to one side of A4 in 10-point font maximum** |
| Enter supplier response here: | |

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| C1.4 | **Outline delivery programmes - 3No.: (5%)**  Please prepare 3 outline project programmes in Gantt chart format for delivering works; anticipating orders placed at individual room, whole flat and complete block levels. Please include in these anticipated timescales for:   * Resource and supply chain planning: confirmation of order value, agreement of site setup and logistics, confirmation of lead time, mobilisation and works period for works order, * placing of the works order by the University, * physical site setup and supplier mobilisation, * works delivery, * quality inspections and snagging, * handover.   **3No. Gantt charts, each up to one side of A3**  The contractor is also encouraged to include commentary in relation to either differences or similarities between these programmes in relation to the three scales of work to be priced in the schedule.  **Written commentary to be no more than half a side A4 in 10-point font maximum** |
| Gantt charts to be appended separately.  Supplier commentary to be entered here: | |

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| C2 | **Commercial offer: (40%)**  Please complete the pricing schedule (Appendix 1) and return |
| In completing the schedule contractors are:   * To insert figures in all sections as required * To reflect any differences in figures appropriate to works being delivered at individual room, flat or on a whole block basis * Preliminaries are to be entered as a percentage of priced schedule items appropriate to the scale of refurbishment selected | |

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| C3 | **Environmental and Sustainability performance: (5%)**  Bullet point how your organisation embeds good environmental and sustainability practice into its projects and operations as a business. Provide also a bullet pointed commentary on environmental and sustainable construction considerations that can be factored into this specific project.  **Up to half a side A4 in 10-point font maximum – in bullet pointed format** |
| Enter supplier response here: | |

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| C4 | **Corporate Social Responsibility and Social Value: (5%)**  Briefly explain how your organisation strives to operate in a socially responsible way. Factors to highlight could include:   * The creation of local work opportunities * Opportunities created for training and skills development * Equality, Diversity and Inclusion in the workplace * Improving health and wellbeing * Tacking modern slavery   **Up to half a side A4 in 10-point font maximum** |
| Enter supplier response here: | |

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| C5 | **Supplier interview: (15%)**  Please prepare a 15-minute presentation to:   * Introduce key members of your team: highlighting key skills, knowledge and experience that they will bring to the contract * Present your company’s planned approach to delivering the contract over its 3-year lifespan, considering as part of this how the team would respond to work Orders placed of differing size and being delivered or instructed at different times of year * Cover any areas of clarification or opportunities for improvement in efficiency, speed or quality of delivery or cost. |
| **Suppliers to note:**   * **Interview to take place in-person at a University campus (location to be confirmed)** * **Date of interview as per procurement timetable above.** * **Supplier to bring a maximum of three people** * **A maximum of 4 suppliers will be invited to present, based upon the top-scoring written submissions.** | |

* 1. 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 tackling inequality, fighting climate change, equal opportunity and wellbeing).

Attached Appendices

Appendix 1 – Pricing schedule (for completion and return in .xls format)

Appendix 2 – Floor plans

Appendix 3 – Photographic survey

Appendix 4 – Asbestos information

Appendix 5 – Pre-construction information

Appendix 6 – Principal Contractor questionnaire (for completion and return)