



Expression of Interest

Expert Engineering Early Stage Advice for Windrush Monument

Ref: CPD 004/120/140

Authority: **Ministry for Housing, Communities and Local Government (MHCLG)** (“the Authority”)

Date Response required: 12.00 PM Noon (GMT), Friday 19th March 2021

1 INTRODUCTION

- 1.1 A permanent, fitting, physical tribute to the Windrush generation is to be erected in London Waterloo Station. MHCLG are delivering and funding this work in collaboration with the Windrush Commemoration Committee, chaired by Baroness Benjamin.¹
- 1.2 To deliver the final monument and ensure it is constructed and placed safely and securely at the site in London Waterloo Station, MHCLG requires specific additional support and expertise to provide engineering advice in the choice of design and its construction.
- 1.3 As the lead Department for integration, this work feeds into MHCLG’s objective of creating socially and economically stronger and more confident communities. This project aims to recognise and thank people of Caribbean descent, their descendants, for their contribution to the UK’s economic, social and cultural life.
- 1.4 We have appointed UP Arts Consultancy to assist in the search for an artist.²

2 PURPOSE

- 2.1 This Expression of Interest (EOI) seeks information either in preparation for the potential procurement, or for the appointment of a Supplier, (from herein referred to as a “**Potential Supplier**”) subject to the responses received from this engagement, to provide specialist Engineering Consultancy to deliver the Windrush monument.
- 2.2 This EOI seeks to understand the interest from Potential Suppliers to provide Engineering Consultancy and advice to the Windrush monument project. This EOI seeks to identify the interest and ability of industry to help MHCLG to develop a robust and detailed specification for an engineering consultant to oversee the design and construction of the monument.
- 2.3 We believe this may provide an opportunity for social value with a Potential Supplier’s up-and -coming engineers/apprentice engineers from underrepresented groups being given a chance to work on this high-profile project.

¹ <https://www.gov.uk/government/organisations/windrush-commemoration-committee/about>

² <https://www.gov.uk/guidance/windrush-monument-selecting-an-artist>

- 2.4 Early indications from the market has led the Authority to believe operators may wish to be associated with this project and support it, possibly on a pro bono basis. Accordingly the Authority seeks to explore to what extent the Supplier would provide services without charge or charge at below market prices. The Authority would welcome offers of assistance, or partial provision of assistance, on this charging basis.
- 2.5 A future procurement for engineering services on a fully charged basis might follow, in accordance with the Public Procurement Regulations 2015. Being involved in discussions around setting the specification for this work may exclude your organisation from bidding for any future procurement which may result for engineering services or engineering consultancy unless appropriate ethical walls can be demonstrated to avoid any conflict of interest in tendering. Future procurement for engineering services may be tendered via a Crown Commercial Service framework from which only organisations which are registered on the framework may apply.
- 2.6 The Authority will be predominantly looking to work with one lead industry expert who will be willing to provide advice / guidance on engineering matters, although depending on expertise and industry interest it may be prepared to engage with more than one supplier if it feels that this would be beneficial to the programme. It is expected that a formal binding agreement will be placed between the Authority and the organisation(s) which offer pro-bono support. This will be based on the Authority's short form Terms and Conditions.
- 2.7 In the event that we receive interest from multiple suppliers wishing to offer pro-bono Engineering Services, we will appoint the lead expert taking into account the responses submitted to the questions in section 6 of this document. In particular; willingness to cover work-packages A, B & C on a pro-bono basis, expertise and experience that your organisation can bring to this programme, and the extent to which the Potential Supplier will use this as an opportunity to further the career opportunities for up-and-coming engineers from underrepresented groups.
- 2.8 This engineering consultancy will consist of three work packages:
- A. **Work-package A:** Assistance in developing the specification for engineering support with MHCLG to ensure the monument is installed safely on site, including defining the deliverables.
 - B. **Work-package B:** High level input on the engineering considerations to inform the design of the shortlisted artists proposals.
 - C. **Work-package C:** Provide ad hoc advice on the engineering elements of the project to MHCLG, Windrush Commemoration Committee and the projects arts consultants, UP.
- 2.9 The purpose of this EOI is to:
- To understand the market appetite to help to deliver work packages A, B & C as detailed above on a pro bono basis.
 - assess the limits to what would be delivered at pro bono, and at what point costs would be charged.

3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

3.1 Government, led by MHCLG, are working in partnership with the Windrush Commemoration Committee to build a monument at London Waterloo station that will show due recognition to the Windrush generation and their descendants. The outcomes for the over-arching engineering element of the project are as follows:

- to provide engineering advice to ensure the proposed design is deliverable, appropriate to its location and can be installed safely and securely with the aim of being in place for many years.
- Provide advice on the engineering support needed to oversee and provide appropriate support to the installation of the monument, both artwork and, if required, plinth.
- Oversight and appropriate support to the installation of the monument, both artwork and, if required, a plinth.

3.2 The project outcomes for to this Expression of Interest is the first two bullets as stated above in para 3.1, and detailed below in work packages A, B and C (below).

4 KEY DELIVERABLES

4.1 The key deliverables for this work are encapsulated in work packages A, B and C as detailed below:

4.2 **Work-package A:** Assist in developing the Specification for engineering support and works.

4.2..1 Assistance in developing the specification for engineering support to ensure the monument is installed safely and securely on site, to time, including defining the deliverables. Liaise with Network Rail (the site owners) to provide advice on the technical requirements and any constraints of the site to inform the development of prospective artists' design proposals, including any separate plinth, and plans for its construction on site.

4.2..2 Identify key engineering, safety and other risks, and identify mitigations, in proposed designs, and construction on site.

4.2..3 Provide 'critical friend' advice to MHCLG to inform the specification for engineering consultancy and construction.

4.3 **Work-package B:** Engineering considerations to inform artist designs.

4.3..1 High level input on the engineering considerations to inform the design of the shortlisted artists proposals to ensure the project is deliverable, safe, secure, robust, and long-lasting.

4.3..2 Provide an overarching description of the engineering considerations that the shortlisted artists will need to take into account in designing the artwork for the monument.

4.3..3 Meet with artists to talk them through the engineering considerations including any risks and opportunities the site may offer.

4.3..4 Be available to provide advice on any specific questions raised by the artists.

4.3..5 Highlight to MHCLG any engineering risks associated with artists designs.

- 4.4 **Work-package C:** Ad hoc advice on the engineering elements of the project.
- 4.4..1 Provide ad hoc advice on the engineering elements of the project to MHCLG, Windrush Commemoration Committee and the projects arts consultants, UP.
 - 4.4..2 Reviewing key documents such as the artists brief to ensure that all engineering considerations are fully captured and articulated.
 - 4.4..3 Attending meetings with MHCLG and UP if requested to give input and advice on engineering elements.
 - 4.4..4 Meetings of the Windrush Commemoration Committee and/or Chair of the WCC.

5 KEY DATES & TENDERING PROCESS

- 5.1 It is anticipated that the work will commence Spring 2021. MHCLG reserves the right to amend this date at any time, and Potential Suppliers can rely on it entirely at their own risk.
- 5.2 The contract duration for this engineering consultancy will be determined in discussion with the Potential Supplier but we expect it to be until the appointment of the chosen artist, currently planned for September 2021. We anticipate that Work Package A will start in March/April 2021 and be completed in June 2021, and any future engineering services will be launched in July 2021.
- 5.3 It is anticipated that:
- the shortlisted artists designs will be selected in March 2021, followed by a public engagement exercise on shortlisted artists/designs over summer 2021.
 - The final design will be chosen in September 2021.
 - The selected artist will construct their design and it will be installed at the identified location in London Waterloo between Sept 2021 – June 2022.
 - The Monument will be unveiled on 22 June 2022.

6 RESPONSE

6.1 Please respond via the message board on BravoSolution, with the following by 12.noon (GMT), Friday 19th March 2021 (the “Response Deadline”).

Q1. Would you be interested in working with us to provide engineering consultancy for this project?

Q2. If so, please confirm which of the work packages you would be able to support with:

- **Work-package A:** Assistance in developing the specification for engineering support with MHCLG to ensure the monument is installed safely on site, including defining the deliverables.
- **Work-package B:** High level input on the engineering considerations to inform the design of the shortlisted artists proposals.
- **Work-package C:** Provide ad hoc advice on the engineering elements of the project to MHCLG, Windrush Commemoration Committee and the projects arts consultants, UP.

Q3. Would this advice be on a pro-bono basis? What (if anything) would fall outside this pro bono offer?

Q4. What expertise/ experience could you bring to this project?

Q5. This project may provide an opportunity for up-and -coming engineers/apprentice engineers in your organisation from underrepresented groups. Please explain how you would facilitate this social value opportunity for junior staff to be involved in the project and any information about your organisations apprentice schemes, specifically any work schemes which endorse unrepresented groups?

Q6. Would you be interested in extending this offer to go further to include installation of the Monument?

Q7. What (if any) installation services would be made available on a pro bono basis?

Q8. What risks do you foresee being associated with this work?

7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this EOI document by **12.noon on 18th March 2021**. Questions must be submitted via the message board on BravoSolution only.
- 7.2 To ensure that all Potential Suppliers have equal access to information regarding this EOI exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- 7.3 Responses to questions will not identify the originator of the question.
- 7.4 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
- the question/clarification and the response should in fact be published; or;
 - it wishes to withdraw the question/clarification.

8 Bravo E- Tendering Portal Registration

- 8.1 Further information can be found at <https://dclg.bravosolution.co.uk> under the project title- 101 - Expression of Interest - Expert Engineering Early Stage Advice for Windrush Monument.
- 8.2 Register for a free account at <https://dclg.bravosolution.co.uk>

8.3 Click the 'ITTs Open To All Suppliers' link. (These are procurement processes open to any registered supplier).

- Click on the relevant ITT to access the content.
- Click the 'Express Interest' button at the top of the page.
- This will move the ITT into your 'My ITTs' page. (This is a secure area reserved for your projects only) You can now access any attachments by clicking 'Buyer Attachments' in the 'ITT Details' box

Click 'My Response' under 'ITT Details', you can choose to:

- 'Create Response', or,
 - 'Decline to Respond' (please give a reason if declining).
- You can now use the 'Messages' function to communicate with the Authority and seek any clarification. Follow the onscreen instructions to complete the ITT. There may be a mixture of online & offline actions for you to perform. You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

9 GENERAL CONDITIONS

9.1 This EOI will help the Authority to refine the requirements and to understand the potential level of interest in delivering the requirements, and to determine if a Potential Supplier(s) can be appointed following this EOI.

9.2 The Authority reserves the right to change any information contained within this EOI at any time, and Potential Suppliers rely upon it entirely at their own risk.

9.3 The Authority reserves the right not to proceed with a competitive tender exercise after this EOI or to award any contract.

9.4 Any and all costs associated with the production of such a response to this EOI must be borne by the Potential Supplier.

9.5 Appointment of the Supplier will take into account responses to the questions in section 6.

9.6 The Authority expects that all responses to this EOI will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.