**Wakefield College**

**Castleford Campus Engineering and Construction Works**

Invitation to Tender May 2019

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| Project | Wakefield College – Radcliffe Refurbishment |
| Document Title | Sum/Tend1 - ITT for Castleford Campus Engineering and Construction Works |
| Author | J. Howard |
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# An Introduction to Wakefield College

Wakefield College is the largest college in the District and has an impressive track record, having provided education and training in Wakefield and its surrounding area since 1868. Today, the College has its base in two major areas as well as delivering learning in community settings all over the district.

A level pass rates have been above 95% for the past six years and were also described as ‘Good’. Inspectors further complimented the College for its outstanding support for learners to improve their economic and social well-being and for the highly effective action it takes to prepare learners for employment and progression to higher education.

### Wakefield College Values

The Wakefield College values determine the way the College operates with external stakeholders, students and each other in order to achieve their objectives;

* + Excellence
  + Inclusiveness
  + Respect
  + Responsibility
  + Responsiveness
  + Teamwork

We expect all service providers to align to the Wakefield College values.

### Wakefield Objectives

Wakefield College have a set of strategic objectives for the College which reflects the new landscape in which the College are operating and aimed to ensure that would continue to meet their district needs.

These objectives form the basis of their planning and activity over the next three years and which will enable them to achieve their mission and vision. These are;

|  |  |
| --- | --- |
| **Our Strategic Objectives** | |
| **Strategic Objective 1** | Be known as the leading provider of high-quality teaching and learning in the District |
| **Strategic Objective 2** | Become highly regarded by our communities |
| **Strategic Objective 3** | Connect with our District in order to raise aspirations, particularly in deprived areas |
| **Strategic Objective 4** | Contribute to meeting the skills needs identified by the District’s employers and support the District’s economic prosperity |
| **Strategic Objective 5** | Secure the College’s long-term financial health in order to invest back into Wakefield |

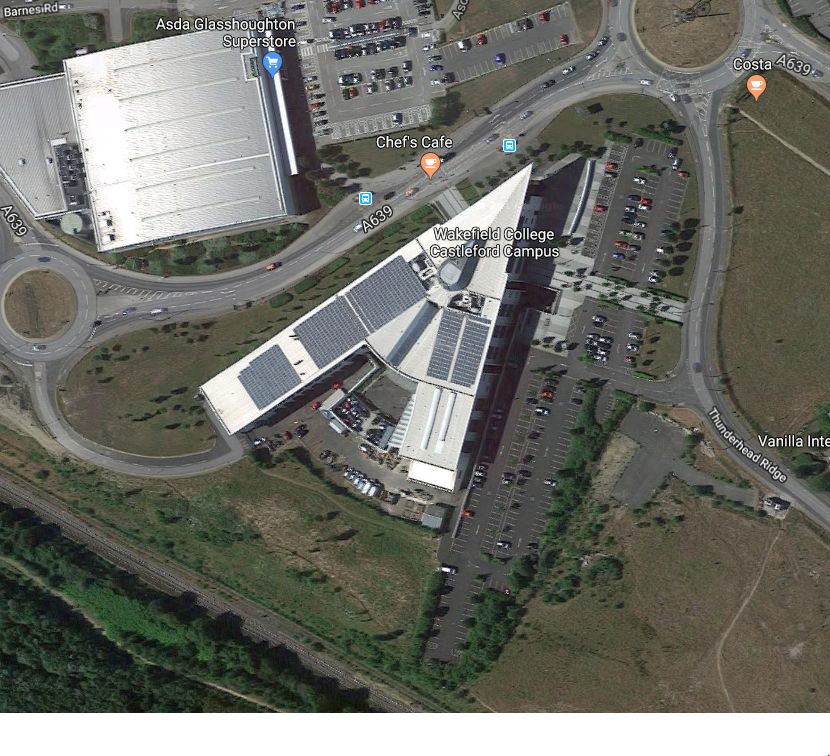
**1.1 Wakefield College Castleford campus Engineering and**

**Construction Works**

Wakefield College opened its Castleford campus in February 2009. The campus comprises of four floors that provide accommodation for Hair and Beauty, Construction, and Engineering workshops. The building has a gross internal area of 11,250m2.

These planned works are in line with the on-going infrastructure strategy and will allow the College to operate in a more flexible and functional manner.

Figure 1 provides an overview of the site location:



***figure 1: Castleford campus***

The campus is located at the edge of the former coal mine and spoil area that has been redeveloped to contain the Xscape and Junction 31 retail outlets. Adjacent to ASDA supermarket, the location of the College is in a thriving part of Castleford that is closely linked to the regeneration of the area.

# Overview of Requirements

Wakefield College wishes to procure a Main Contractor, with experience of the required activities to proceed with developing the existing outline design and constructing in accordance with the brief and employers’ requirements.

The form of contract to be used will be the NEC3 Option A.

Wakefield College require the refurbishment of areas within the ground floor of our Castleford campus (Engineering) and the second floor (Construction) to provide new practical teaching and staff accommodation.

The anticipated date for the commencement of the 2nd floor contract works is **28 June 2019**.

The anticipated date for the commencement of the ground floor contract works is **12 July** **2019.** It will be left to the successful contractor’s discretion when they choose to begin their construction activities using the above dates.

The overall completion to both floors regardless of when the start date is **23 August 2019.**

The Main Contract Tenderers will be required to demonstrate that they possess the necessary resources and management skills, commitment and availability of supply chain to complete the Works to the highest possible standard, whilst complying with the nature of the project.

# Scope of Works

## Introduction

The Castleford campus is located on the edge of the coal mine redevelopment area. Wakefield College requires circa 600m2 of remodelling to the ground floor within its Engineering department and infill to a void within level 2 construction area of approximately 52m2.

The works comprise of but are not limited to;

#### Demolition

* + - Demolition works should be allowed in accordance with drawings issued.
    - The demolition consists of the removal of combination of both blockwork and studwork walls/partitions.
    - Ceiling will be removed from some areas (unless otherwise specified).
    - Demolition has been allowed to be carried out during normal working hours (08:00 – 19:00).
    - Contractors should allow for the removal of window blinds and their reinstatement. The client will be responsible for the removal (or protection) of all interactive whiteboards etc which they intend to be reinstalled upon completion.

#### Substructure

* Due to the location and extent of these works, the substructure in this instance will remain unchanged.
* See Goodsons attached drawings for level 2 infill.

#### Superstructure

* Contractors must allow for the construction of new block partitions throughout the project. There is guidance of steels and/or steelwork connections within the project supplied by the College appointed Structural Engineers (Goodson’s). Simon Jacques from Goodson’s will be available to the contractor for advice and guidance. Simon will also ensure the College requirements are met.

Contractors will ensure a structural engineer is consulted before the removal of any walls/partitions. However, should the project require any remedial works to the repair or fire-proofing/intumescent to the existing frame, this will be the responsibility of the client.

#### Upper Floors

* An allowance should be made for fire stopping to the corridor areas where required.

#### Roof Construction

* No provision for roof works is to be allowed for within this scheme.

#### External Walls/Envelope

* No provision has been made for the construction of external walls. Contractors should allow for access and egress for waste and materials associated with these works.
* Contractors should allow for minor damp remediation and plaster repairs to the internal areas where benching is to be removed and or identified areas during initial survey.

#### Internal Doors

* Supply and installation of veneer doors (FD30) to all ground floors room entrances.

Georgian wired glazed, inclusive of all ironmongery.

(Geze door closer, lever handle, escutcheons and kickplates where required). The provision for the supply and installation of the paxlocks (battery operated/fob) also to be included.

* Door frames are generally to be constructed from softwood, with the exception of one-hour fire rated frames.
* Doors, frames and architraves to be decorated in one coat primer and two full coats of ICI gloss
* It has been assumed that acoustic seals and drop seals to internal flush doors are not required.

#### Internal Walls

* All internal partitions will be of block construction to achieve 56db, with a tape block finish. All walls will not be decorated upon completion.
* All other testing to the internal walls has been excluded.

#### Floor Finishes

* Allow for 1no. coat of latex screed to the ground floor classroom only.
* New skirting has been allowed for where new partitions have been installed.
* All other testing to the floor finishes has been excluded.

#### Ceiling Finishes

* Not applicable
* Manufacturers product testing literature will be provided for the materials in this section upon request
* All other testing to the ceiling finishes has been excluded.

#### Mechanical and Engineering Services

* Contractors are required to relocate existing mechanical ventilation and or heating panels to newly formed workshops (as required). Existing installations on the ground floor are serviced and operational. Relocation of controls will be required.

**Heating System**

* + The existing heating pipework and heating system will be modified to accommodate the new layout.

#### Electrical Engineering Services

General Wiring

The methods of wiring employed on this project are as follows:

Incoming Supply

* + Existing.

Sub Mains

* + Existing

Final Circuits

* + Multicore PVC insulated cables installed in existing (exposed) cable containment. T&E Cable

Distribution Boards

* + There is capacity within existing boards.

Containment

* + Existing containment system of baskets is available to accommodate the new lighting & small power installations.

IT Cabling Systems

* + A network of cables to supply any new data installation for the refurbishment will be provided, all cabling will be Cat 6 terminating at in the comms room cabinet on the ground floor for works on level 1 and the ground floor switch room for the ground floor works. All quantities to be based off RDS sheets issued.

General Socket Outlets & Power supplies

* + Small power installations comprising of general sockets & fused spurs are fed by circuits connected to the local distribution boards.
  + Power in the classrooms will be double sockets surface wall mounted via dado trunking.
  + Power outlets for cleaning purposes and general maintenance are provided to corridor entrance area, cleaners sockets are protected with combined MCB/RCD’s.

**Lighting Systems**

* + The lighting has been designed to create a pleasant interior environment whilst meeting the technical requirements of the task being carried out in each area. The lighting systems have been designed to complement features of the building construction and fabric/finishes.
  + Artificial lighting to all internal areas will be by using new LED fittings or (where applicable) the reuse of existing fittings. The fittings will be designed to fit in the new floor layouts.
  + Lighting control is by local manual switching & PIR as per the RDS documents. Switching for newly created and remaining areas will be required.
  + Luminaries installed in areas with suspended accessible ceilings are connected using a 2-meter length of 3/4 core heat resistant flex from a plug-in ceiling rose for each luminaire mounted within 500mm of the final position of the luminaire which it supplies.
  + Luminaire louvers are securely fixed to the luminaires body designed to be easily removed without taking down during future maintenance, cleaning and lamp replacement.

**Emergency Lighting**

* Emergency lighting has been provided throughout the building in accordance with BS5266 and to the satisfaction of the Local Fire Officer and Building Control.
* Emergency lighting has been achieved using self-contained emergency conversion units fitted to selected general lighting luminaires in accordance with BS5266.
* Surface areas are provided with self-contained emergency bulkhead luminaires. Illuminated emergency exit luminaires have been provided at all exit doors.
* All illuminated exit luminaires are fitted with exit legends in accordance with

the European signs directive using the running man legend and directional arrow as appropriate. Testing of all emergency light is by key switch operation. The appropriate key switches are all located adjacent the local distribution boards.

# Instructions to Participants

## 4.1 Responses

Participants are requested to provide

* + - Confirmation by email of their receipt of the ITT, as per the timetable identified in 4.3, and their intention to submit a bona fide proposal by the due date. This should be issued to Jon Howard ([j.howard@wakefield.ac.uk](mailto:j.howard@wakefield.ac.uk))
    - Their completed response, as per the timetable set out in 4.3, **TWO** number hard copies delivered in a sealed envelope marked private and confidential to:

Sam Cremore

Clerk to the Corporation and Legal Officer

Wakefield College Margaret Street Wakefield

West Yorkshire WF2 8QZ

## 4.2 Tender Arrangements

The works will be procured under a single stage tender arrangement on a traditional measurable contract.

The Tenderers are required to provide the following items along with their tender return; non submission of any required item may render their tender return ineligible for consideration. Full details of how the tender is to be evaluated are included in appendices:

* + - A fixed lump sum price for proposed contract works including a fixed lump sum price for project preliminaries
    - Fixed Overheads, Profit & Mark Up percentage to be used in the calculation of variations as appropriate in line with the framework agreement.
    - A complete and fully priced Pricing Document
    - Confirmation of compliance with tender documentation.
    - Logistics Plan including laydown requirements.
    - Proposed Management Team (including CVs demonstrating their experience in delivering projects of this nature)
    - Resource Plan and Organogram (including defined Commissioning Team).
    - Details of the contractor’s approach to health and safety, including method statements
    - Details of the Contractor’s approach to Waste and Environmental management
    - Any long lead Items the tenderer is aware of
    - Summary of exceptional site working hours
    - Insurance certification
    - Schedule of supply chain partners for this project

The Main Contractor will act as the Principal Contractor for the purposes of the CDM Regulations.

## 4.3 Timetable

|  |  |
| --- | --- |
| **Milestone/Activity** | **Date/Time** |
| ITT distributed to bidders | 7 May 2019 |
| Confirm to College CC receipt of ITT and intention to submit bona fide proposal | 14 May 2019 |
| Site visit to view the spaces (am) | 14 May 2019 |
| All clarifications and questions from bidders to be received by the College | 17 May 2019 |
| Latest date for responses to clarifications and questions | 21 May 2019 |
| **Submission of proposal to Sam Cremore (Wakefield College)** | **24 May 2019** |
| Clarification interviews (if required) | 29 May 2019 |
| Final selection | 31 May 2019 |

Note that Wakefield College may, at its sole discretion, elect to amend this timetable. Information received after the ITT Deadline may not be accepted. Submissions may be withdrawn by written notice only, provided such notice is received prior to the ITT Deadline.

## 4.4 Clarifications

It is the participants’ responsibility to seek clarification of any requirements set out in this ITT which are not understood. All queries should be submitted on the ITT Clarification Sheet in Appendix 7 by email to: [j.howard@wakefield.ac.uk](mailto:j.howard@wakefield.ac.uk)

Matters raised throughout the ITT process will be collated and cascaded to all participants to ensure a common understanding.

The Tenderers should be prepared to attend a clarification meeting/s to introduce their key personnel and to discuss and elaborate any points which they may wish to raise.

## 4.5 Format of Participant’s Response

The participant is required to submit a compliant response, consisting of the completed responses to the relevant questions within this document.

The participant should ensure their responses are provided in the same order and using the same numbering conventions as used in this ITT to facilitate evaluation. The participant should ensure that all required information is included in the response. The participant must not make any alteration to the documents comprising this ITT. The participant is solely responsible for the accuracy and completeness of their proposal.

Unnecessarily elaborate proposals, beyond that sufficient to present a complete and effective response, are not required and unless specifically requested, the inclusion of corporate brochures and narratives are discouraged.

## 4.6 Response Conditions

Information provided must remain valid and capable of acceptance for a minimum period of 90 days from the ITT deadline. The participant must be able to demonstrate fully on request the ability to fulfil any of the services for which the participant has provided information in respect of.

The participant must undertake to participate in any presentation required as part of the selection process.

The tender documents, any tender clarifications issued by Wakefield College and any data contained in any files issued in the ITT are confidential, containing propriety information belonging to Wakefield College, and may not be wholly or partially reproduced or disclosed to third parties without the prior permission of Wakefield College, other than for the purposes of preparing this tender, in which case such third party shall be subject to the same confidentiality obligation hereunder. The tender documents shall always remain the property of Wakefield College.

In confirming, on receipt of this ITT, that you intend to submit a bona fide tender, the participant signifies his agreement to keep and maintain the information contained herein as confidential. This obligation shall survive the tender process and shall apply whether the participant is successful or not in being selected to supply the goods and services. The participants who do not intend to submit a tender shall be subject to the same confidentiality obligation hereunder.

The participant, in submitting a tender, signifies their agreement to treat all information related to the project as confidential and shall not disclose, comment or provide information to any third parties, or any media outlet not connected with the project.

In the event of the participant declining to submit a tender all ITT documentation must be returned to the sender as a sealed envelope marked that it is not a tender.

The ITT document and any electronic media provided to the participant shall remain the property of Wakefield College. Any press or media release concerning the award of this contract shall only be made by Wakefield College or with Wakefield College’s written approval prior to release

Wakefield College will not pay any costs incurred by the participant in the preparation and submission of the proposal (including the cost of any samples provided to Wakefield College as part of the process). All costs associated with the preparation and submission of the proposal, including any costs incurred by the participant after the ITT Deadline, will be solely by the participant.

The participant may propose to subcontract elements of the services offered, however the intention to do this must be explicitly mentioned within the proposal. The use of contracted elements of service provision must be seamless to Wakefield College. Wakefield College will expect the participant to accept complete responsibility for the sub-contractors, including procuring access to, and information from, such sub-contractors as may be reasonably required by Wakefield College so as to satisfy itself as to their suitability. Similarly, the participant and the sub-contractor will be viewed and treated as a single entity. All the sub- contractors will be subject to the same evaluation process as the participant. It is the responsibility to guarantee that all the sub-contractors will comply with all the requirements of this ITT, including those related to Anti-Bribery and Corruption (ABAC).

## 4.7 Acceptance or Rejection of Proposals

Notwithstanding any other provision in the proposal, Wakefield College has in its sole and absolute discretion, the unfettered right to:

* + - enter into negotiations with the participant or with any other potential service providers concurrently;
    - accept any proposal (in whole or in part);
    - reject any or all proposals (in whole or in part);
    - accept a proposal which is not the lowest priced proposal;
    - accept a proposal that deviates from the instructions and guidance specified in this proposal;
    - reject a proposal even if it is the only proposal received by Wakefield College;
    - accept all or any part of a proposal from one (1) or more service providers;
    - cancel this ITT at any time.

A proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this ITT, or which otherwise fails to conform to this ITT may be rejected by Wakefield College. Wakefield College may waive any non-compliance with the ITT or anything required by the ITT and may elect to retain for consideration proposals which are non-conforming, which do not contain the content or form required by the ITT or because they have not complied with the process for submission set out herein.

It is the responsibility to thoroughly examine these documents and satisfy yourself as to the full requirements of this ITT. Inadequate knowledge will not be accepted as justification for errors or omissions in any proposal.

## 4.8 Intellectual Property Rights

The participants are required to identify any patents or other intellectual property rights held by third parties of whom the participant is aware which would be affected/utilised in any way by putting into effect the proposal. The participant should also include in their response their proposals for dealing with these matters.

All intellectual property rights in this ITT and all materials provided by Wakefield College or its professional advisers in connection with this ITT are and shall remain the property of Wakefield College and/or its professional advisers.

All intellectual property arising from the conduct of services by the participant under this project is and will remain the property of Wakefield College, and

unless the participant has specifically identified in advance any background intellectual property as directed above then this shall be the case all in instances.

## 4.9 Form of Contract

The Form of Contract NEC3 Option A

## 4.10 Insurances

The participant is expected to hold a minimum limit of £5m, for each and every claim, for the following insurance policies:

* Employer's Liability
* Public/Products Liability
* Professional Indemnity

## 4.11 Equality and Diversity

Wakefield College aims to become a fully inclusive organisation, eliminating discrimination, promoting equality and embracing diversity in all that we do. The College celebrates the rich variety of people who make up the College Community, from different cultures and different ethnic backgrounds. Some may have a disability; others may follow different religions. These principles recognise and support the Equality Duty set out in the 2010 Equality Act, in that they give due regard to the need to:

* + - eliminate unlawful discrimination, harassment and victimisation.
    - advance equality of opportunity between people who share a protected characteristic and people who do not share it.
    - foster good relations between people who share a protected characteristic and people who do not share it.

This applies to all the protected characteristics: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 requires public bodies to publish information to show their compliance with the Equality Duty, at least annually and to set and publish equality objectives, at least every four years.

## 4.12 Wakefield College Procedures Site Regulations

The College has established and maintains policies and procedures to provide a safe environment for our students. The successful participants need to work in accordance with these policies and procedures.

# Quality Requirements and Questionnaire (50%)

Your response to the ITT should be structured as follows:

|  |  |  |
| --- | --- | --- |
| **Ref** | **Question** | **Weighting** |
| 5.1 | Please provide information and evidence (where appropriate) of your company’s ability to remove and dispose of inert rubble. | 10% |
| 5.2 | These works will include a variety of trades and in certain circumstances the ability to test, approve or certify works. You are required to provide information and evidence of your companies’ ability to show both quality and competence of the delivery team. | 10% |
| 5.3 | Please provide at least three detailed case studies with references for previously delivered and completed similar projects, ideally within the further educations sector. Wakefield College may also wish to visit these sites.  As a minimum the case studies supplied must address the following items;   * Client name and contact details * Project value * Completion date * Services provided * Detailed project description * Key issues relating to your discipline * Lessons learnt | 10% |
| 5.4 | The summary of key dates has been identified within section **2. Overview of Requirements**. This identifies the design stages and construction period. Achieving this programme is essential. Please provide a detailed commentary outlining how you will work with the design team and contractor to achieve key dates included within the programme and how you intend to mitigate any risks | 10% |
| 5.5 | Please provide a copy of your company’s risk and method statement for similar types of work and demonstrate your company’s process in indoctrinating H&S within your workforce and sub-contractors.  Also demonstrate how you envisage the removal of waste materials from site and transporting new materials into the work site. | 10% |
| **Total Quality Questions Weighting** | | **50%** |

## 6.1 Construction Costs

The tenderers are to calculate and submit:

* + A fixed-price lump sum based on this tender document.
  + Prices should be returned identifying the cost of undertaking the works to the ground and 2nd floor separately, as well as the cost to complete both together simultaneously.
  + The rates used shall be inclusive of all costs, disbursements, expenses and overheads of whatsoever nature to be incurred in the delivery of the services and fixed for the duration of the contract.
  + Participants shall exclude VAT from their calculations.
  + The Tenderer is to complete the Bill of Quantities/Contract Sum Analysis/Preliminaries analysis and general summaries contained within the tender document.
  + The Tenderer shall include all costs associated with a particular item or under its relevant heading and not within costs for other items.
  + Each item is to be costed separately as indicated in the relevant sections and not ‘bracketed’ together.
  + The costs and rates included within the tender will include for all costs in connection with the co-ordination, liaison with and attendances on any of the Client’s direct contractors and with the works of any contractors working on adjacent properties or sites.



# Appendices

1 Room data sheets (Engineering)

2 Engineering existing & proposed (DWG)

3 Engineering existing & proposed (PDF)

4 CAS Construction Level 2 Existing and Proposed (DWG)

5 CAS Construction Level 2 Existing and Proposed (PDF)

6 Structural Engineers Drawing

7 Clarification