

Invitation to Mini Competition
to
Execute Design and Construction Works
for
Wakefield College Gissing
Building Refurbishment

Wakefield College

Tender Reference No: WCGB18

RETURN DATE FOR SUBMISSION

No later than 12pm, Wednesday 18th July 2018

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SECTION 1 – INSTRUCTIONS TO CONTRACTORS

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Further to your Expressions of Interest, Wakefield College invites you to Mini Competition for the works described in this document. Your return shall conform to the requirements set out in these documents and any pricing information supplied in this document or tendered by your organisation shall be exclusive of Value Added Tax (VAT).

You are requested to complete the following:

- Commercial requirements as stated in Appendix D
- Quality questions and information required in Section 3

CONFIDENTIALITY

The information contained in this Mini Competition document is sensitive and as such you are reminded of your confidentiality obligation. Wakefield College will be the Client 'contracting body'. You are advised that you must ensure that these confidentiality obligations are also placed on design consultants and or / other potential sub-contractors with whom you propose to liaise for the purposes of preparation of your Mini Competition response.

You are advised that none of the information contained in this Mini Competition may be reproduced or used for any purposes other than producing and submitting your response to the Mini Competition without the express written permission of Wakefield College.

SECTION 2 – PROJECT DESCRIPTION

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1. Background / Project Description

The project involves the design and refurbishment of the existing Gissing Building ground floor to provide new teaching space for Wakefield College's music department. The site currently comprises of a 2 storey 1970's building consisting of teaching accommodation, plant rooms and storage.

Vehicle parking is situated to the front of the site, with existing access points retained.

2. Employer's Initial Design Information

The Employer is currently engaged with the following team in order to progress the design through RIBA Stage 2 whilst the mini competition progresses:

Mace Cost Consultancy (Project Manager)

Mace Cost Consultancy (Cost Management)

The design documents produced to date are included within the Mini Competition documents. Please note that the design will be progressing whilst the mini-competition process is carried out; therefore the plans / details may be subject to change.

The contractor will then take over responsibility and liability for the design from the end of RIBA Stage 2.

3. Consents and Approvals

The Contractor must obtain Building Regulations approval for this project.

It is the Construction Partner's responsibility to ensure that the eventually agreed Total of the Prices is for a project which complies with all statutory regulations.

4. Funding

The finance that is being made available to undertake this project is through Wakefield College's own reserves.

5. Basis of Procurement

Wakefield College are seeking to appoint a single contractor.

The procurement route is a two stage Design and Build and is likely to be broken down into 3 forms of contract:

- PSCA – NEC4 Professional Services Agreement
- Main Works – NEC4 Option A

The PSCA form of contract will be used to get the contractor on board for buildability and logistics advice.

The main works will be priced on an open book basis with the successful contractor during the second stage of procurement.

6. Tendering Procedure

6.1 Mini Competition Procedure

The Mini Competition document is intended to provide bidders with sufficient information for them to prepare their mini competition submission, which must comply with the requirements of the Quality and Commercial documentation.

The scoring of the documentation will be based on 50% for quality questions and 50% for the commercial elements. Please see the scoring matrix in Section 3.

After assessment of the Mini Competition submissions a short list of bidders will be invited for interview and presentation. Please note that the meeting will not be scored separately, rather the scores of the quality questions may be adjusted following the interviews. Interviews / presentations are to be scheduled in due course. Bidders invited to interview are requested to have representation from the Director, Project Manager and Contracts Manager that would be responsible for the delivery of the project (no more than 4 representatives from the contractor). Interviews will take 30 minutes - 20 minutes to allow the Contractor to reference experience of delivering similar projects and your mini competition submission as to why should Wakefield College appoint you to be the successful contractor partner, highlighting the risks and mitigation; followed by 10 minutes of questions and answers.

The purpose of the interview is to review and clarify the information submitted by the Contractors. No additional material / information will be allowed.

Following consideration of bids, supporting submissions and interviews it is proposed to appoint one contractor to progress design and to complete execution of the project.

During the second stage of procurement the main works price will be developed on an open book basis with the contractor for inclusion in the construction contract prior to commencement of the construction works.

Wakefield College reserves the right:

- To cancel or withdraw from the tender process at any stage (however, incurred costs due would be paid to the contractor but only from the point of selection);
- Not to award a contract;

6.2 Project Briefing and Tender Site Visit

A Contractors project briefing and site visit will be held on Friday 22nd June 2018. The location of the project briefing is to take place at the proposed site, Gissing Building, Wakefield College, Wakefield, WF1 2DE.

No queries will be answered on site. All queries should be sent formally via email to the Project Manager.

6.3 Mini Competition Queries

Any questions or queries arising from these mini competition documents should be issued to the Project Manager by Wednesday 18th July 2018.

7. Programme

The Mini Competition responses are to be returned to Wakefield College via TWO number hard copies delivered in a sealed and marked private and confidential to:

Nils Elgar
Clerk to the Corporation
Wakefield College
Margaret Street
Wakefield
West Yorkshire
WF2 8QZ

Timeline	
Mini Competition information	Friday 15 th June 2018
Project briefing	Friday 22 nd June 2018
Site visit	Friday 22 nd June 2018
Final request for information	Wednesday 5 th July 2018
Mini Competition submission	Wednesday 18 th July 2018
Interviews	TBC
Contract award	TBC
Commence services	TBC

8. Project Cost Plan

The absolute Client budget limit for this project is £200,000. This is regarded as the Maximum Contract Price that the Client will pay, inclusive of construction costs, design fees from the end of Stage 2 to completion, statutory application fees, preliminaries and overheads and profit.

SECTION 3 – QUALITY QUESTIONS AND INFORMATION REQUIRED

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General Instructions – Quality Submission

Provide responses to the questions 1 – 12 below. Page limits are noted after each question and must be strictly adhered to.

Part 1: Quality Submission [50%]

Question	Information Requested	Weighting
1.	General Information	Not Scored
2.	Financial Details	Pass / Fail
3.	Compliance with Wakefield College Policies	Pass / Fail
4.	Statement relating to Good Standing (Regulation 23)	Pass / Fail
5.	Health & Safety	15%
6.	Quality and Environmental Management	5%
7.	Local Opportunities	20%
8.	Project Team Skills and Experience	35%
9.	Programme and Methodology	Not scored
10.	Risk Management	25%
11.	Cost Management	Not scored

Part 2: Commercial Submission [50%]

Part 1: Quality Submission

Question 1: General Information

1.1 Please provide full name, address, website and registration details.

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	
Date of formation	
Place of formation	
Date of registration	
Registration number	
Registered Office	
VAT Registration Number	

1.2 Please provide a one-page chart illustrating ownership structure including relations to any parent or other group or holding companies.

Ownership structure enclosed (Supporting Document Reference)	
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1.3 Confirmation of current legal status.

	(Please tick)
Sole Trader	
Partnership	
Public Limited Company	
Limited Liability Partnership	
Private Limited Company	
Other (<i>please state</i>)	

1.4 Does the Potential Provider and/or any of its named sub-contractors have any potential conflicts of interest may arise if selected to deliver this project?

Potential conflicts of interest	Yes / No (<i>please delete</i>)
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If yes, please provide details

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Question 2: Financial Details

Potential Providers should note that they may be requested to provide the following:

- A copy of the most recent audited accounts (and for up to the last 3 years).
- A statement of cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Please do not send copies of audited accounts etc. unless specifically requested to do so.

2.1 Please supply the following information for the last 3 financial years:

	Amount (£K) 2013/2014	Amount (£K) 2014/2015	Amount (£K) 2015/2016
Overall turnover for last 3 years			
Turnover in relevant services			
Operating Profit (pre-tax)			
Profit in relevant services (pre- tax)			
Current Assets			
Current Liabilities			
Long Term Liabilities			
Net Assets			

If the information you are submitting is for a financial year-end more than 8 months ago, please submit the latest available information or a statement signed by the Finance Director detailing any major changes in the current financial position since the date of the latest information provided.

Question 3: Compliance with Wakefield College Policies

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; and
- 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.

Equality and diversity	Yes / No <i>(please delete)</i>
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Procedures and Site Regulations

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

Procedures and Site Regulations	Yes / No <i>(please delete)</i>
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Question 4: Statement Relating to Good Standing

Both declarations must be completed by the potential provider. Please return signed and dated with response.

Statement Relating To Good Standing

GROUND'S FOR OBLIGATORY EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)

We confirm that, to the best of our knowledge, the **[insert organisation name]** is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

Grounds for mandatory rejection (ineligibility)

[insert organisation name] (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:

- (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);
- (c) the offence of bribery;
- (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:
 - (i) the offence of cheating the Revenue;
 - (ii) the offence of conspiracy to defraud;
 - (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
 - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
 - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
 - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
 - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2003; or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive.

Organisation	
Signed	
Position	
Date	

Discretionary Grounds for Rejection

The Potential Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;
- (b) being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (d) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (e) has not committed an act of grave misconduct in the course of his business or profession;
- (f) has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established;

- (g) has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
- (h) is not guilty of serious misrepresentation in providing any information required of him under this regulation;
- (i) in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Organisation	
Signed	
Position	
Date	

Question 5: Health and Safety

We understand and appreciate that you have submitted these details to the North West Construction Hub at Framework stage, however, the client requires answers to the below.

5.1 Please provide evidence of a periodically reviewed Health and Safety Policy. **(Pass / Fail)**

H&S Policy enclosed (Supporting Document Reference)	
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5.2 Please explain the procedures for ensuring your Health and Safety measures are implemented and adhered to by your supply chain including how you monitor Health and Safety on site. **(Max. 1 page) (Weighting 5%)**

5.3 Provide evidence of providing your staff / workforce with training appropriate to the types of activities your organisation is likely to undertake. **(Max. 1 page) (Weighting 5%)**

5.4 Please complete the following information from your RIDDOR records for the last five years giving details of the numbers of accidents to employees or persons working under your control during the past five years as defined and required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (or equivalent).

What follow up actions were undertaken to improve your Health and Safety performance. **(Max 1 page) (Weighting 5%)**

Table must be fully completed, do not provide or refer to other documents within the submission.

Employee Record	2012/13	2013/14	2014/15	2015/16	2016/17
No. of Employees					
Non-reportable Accidents					
Near Misses					
Fatalities (RIDDOR)					
Major Injuries (RIDDOR)					
Over 3 days off (RIDDOR)					
Dangerous Occurrence (RIDDOR)					
Incidences involving Public					
Incident Accident Rate. (A.I.R)					
Company A.I.R = (Reportable Accident X 100,000) / Number of Employees					

Question 6: Quality and Environmental Management

6.1 Please provide details of any quality management systems that your organisation implements including details of any relevant certification e.g. ISO 9001 or equivalent standard. Please include a copy of relevant certificates. **(Max 1 page) (Pass / Fail)**

QMS certificate enclosed (Supporting Document Reference)	
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6.2 Please provide details of any environmental management systems that your organisation implements including details of any relevant certification e.g. ISO 14001 or equivalent standard and include a copy of relevant certificates. **(Max 1 page) (Pass / Fail)**

QMS certificate enclosed (Supporting Document Reference)	
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6.3 Provide details of any arrangements your organisation has for ensuring that any suppliers you engage apply environmental protection measures appropriate to the activity for which they are being engaged. **(Max 1 page) (Weighting 5%)**

Question 7: Local Opportunities

- 7.1 Wakefield College are keen to promote the development of students via work experience opportunities, apprentices and use of a local workforce that resides within Wakefield and South Yorkshire. Please state how you propose to deliver such opportunities on this project. Use previous projects as evidence of what similar you have delivered. **(Max. 1 pages) (Weighting 20%)**

Question 8: Project Team Capability and Experience

- 8.1 Please identify the contractor management team that would be involved in the project and each of their roles. Provide evidence of the team having the necessary technical capability and experience to deliver this project. The following should be considered within the response; although this should not be considered an exhaustive list:

(Max 1 pages) (Weighting 10%)

- a) Examples of the successful completion of heritage related projects of a similar scope of works within programme and budget;
- b) Evidence of the team previously working together.
- c) Experience of successfully delivering projects under the NEC form of contract.

- 8.2 Please identify the proposed design team and each of their roles. Provide evidence of the team having the necessary technical capability and experience to deliver this project. The following should be considered within the response; although this should not be considered an exhaustive list: **(Max 1 pages) (Weighting 10%)**

- a) Experience of projects of a similar scope of works;
- b) Experience of working on projects for further education clients;
- c) Evidence of the design team previously working together.

- 8.3 Please provide copies of CV's detailing the specific capability and experience of each contractor and design team member that would be involved in the project. **(Max 1 page per CV) (Weighting 15%)**

- 8.4 Please provide details where your organisation has worked with clients such as Wakefield College on previously completed projects. **(Max 1 page) (Not scored)**

Project Team CV's enclosed (Supporting Document Reference)	
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Question 9: Programme and Methodology

- 9.1 Please provide your views on the programme and how realistic it is in order to meet the timescales. **(Max 1 pages) (Not scored)**

Question 10: Risk Management

- 10.1 Please present what you would consider the key risks and challenges in delivering this project for the client and how you would manage, report and mitigate them effectively. The response should demonstrate how you will ensure the client receives timely notification of identified risks and how you will work collaboratively with the client to manage these risks. **(Max 1 pages) (Weighting 25%)**

Question 11: Cost Management

- 11.1 Please present what you would consider the anticipated overall outturn construction costs for this project might be given the information provided within the mini-competition document. **(Max 1 pages) (Not scored)**

Quality Submission Scoring

The scoring of the Quality submission represents 70% of the overall assessment.

All the questions above will be scored out of 10 based on the following criteria:

Score	Scoring Principles
0	Rejected – Evidence is unacceptable or non-existing, or there is a failure to properly address any issues.
1 – 4	Poor – The evidence is deficient in certain areas where the lack of detail or information requires the reviewer to make assumptions.
5 – 6	Satisfactory – The evidence is acceptable, but with some minor reservations.
7 – 8	Good – The standard of evidence meets expectations with some evidence provided.
8 - 10	Excellent – Comprehensively meet requirements with high quality and substantial amounts of evidence and information provided.

The scores of 10, for each of the above questions will be weighted / sub-weighted as follows:

Scores – Quality / Criteria - Weighting							
Q5	15	Q6	5	Q7	20	Q8	35
Q9	Not scored	Q10	25	Q11	Not scored		

The highest quality score will be normalised up to 50, with all quality scores receiving a pro- rata score in likewise fashion, e.g. if a highest score of say 40 was nominalised up to 50, then a second highest score of say 35 would be nominalised to 43.75 (35 divided by 40 x 50).

The scoring panel for the mini-competition will consist of the persons from the following:

- Client (Wakefield College)
- End User (Wakefield College)
- Project Manager (Mace)

Interviews

The Interview Panel will comprise those members on the scoring panel. Interviews will be held on a date TBC. You will receive a separate communication with full details of times and venue.

At interview we would expect to see the Director, Project Manager, Contracts Manager and anybody relevant to the bid that would be responsible for the delivery of the project.

At the interview you will be questioned with reference to your submission why you should be selected as the construction partner.

Part 2: Commercial Submission

The contractor shall submit the following commercial information:

- Pre construction activity costs.
- Preliminaries cost for the duration of the construction phase.
- Overheads and profit percentage.
- Do not price preliminaries that will be put out as a subcontractor package e.g. scaffolding.
- Assume estimated contract period will be 8 weeks.
- Estimated and indicative budget costing for the works required.

Commercial Submission Scoring

The scoring of the commercial submission represents 50% of the overall assessment. The lowest commercial submission will be awarded a score of 50, with other submissions receiving a pro-rate reduction of that score.

SECTION 4- DECLARATION

SECTION 4 – DECLARATION

MINI COMPETITION – GISSING BUILDING REFURBISHMENT

WAKEFIELD COLLEGE

I declare that to the best of my knowledge the answers submitted in this Mini Competition (and any supporting modules) are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be appointed as constructor for Wakefield College's requirements.

In authorising the declaration, you are confirming that the organisation as named below and any employees, agents and sub-contractors of that organisation who have been privy to any content of this Mini Competition are fully aware of and shall be compliant with the confidentiality obligations as detailed in the tender documents.

FORM COMPLETED BY:

Name:

Position (Job Title):

Organisation:

Date:

Telephone Number:

Email Address:

Signature:

Appendix A

DRAWINGS AND OTHER INFORMATION ISSUED WITH THIS DOCUMENT

APPENDIX A

DRAWINGS AND OTHER INFORMATION ISSUED WITH THIS DOCUMENT

The following drawings and other information listed are those provided to tenderers with this Mini Competition Document:-

Wakefield College

- RIBA Stage 2 Existing & Proposed Layouts
- Wakefield College RDS
- ADT PRELIMINARY ACOUSTIC DESIGN GUIDANCE AND ACOUSTIC CONSULTANCY REPORT 2727/DG

APPENDIX B – LIST OF CONSULTANTS

Below is a list of Consultants who have been involved in the Project to date:-

PROJECT MANAGERS and COST CONSULTANT

Mace Group
3rd Floor East
Eastgate
Castle Street
Castlefield
Manchester, M3 4LZ

Mr Connor Robinson (Senior Cost
Consultant)

T: 0161 835 3565

M: 07999 903678

Email: connor.robinson@macegroup.com

APPENDIX C – PRICING SCHEDULE

To be read in conjunction with the requirements of the main document and the General Notes at the front of this document.

All of the costs submitted on the schedule must be as per / base lined on your commercial submission for the original framework tender. Any deviation from or addition to the commercial information must be substantiated item by item as an appended sheet

SUBMISSION COST

	Page		%		Total £
Estimated Building Works Figure (Tenderers are to provide an estimated building works figure for indicative purposes only)					£
Summary of Pre Construction Resource schedule					
Design Fees from Stage 3 to completion (Assume Project Meeting monthly)					
Summary of Construction Resource Schedule					
Summary of Project Preliminaries					
Sub Total					
Overheads %				%	
Sub Total					
Profit %				%	
Sub Total					
Total Submission Cost				£	

APPENDIX D – CONTRACT DOCUMENTS

FORM OF CONTRACT

NB Below is a summary of the contracts that are going to be used.

GENERALLY

000 CONTRACTS / FORMS

- The project will comprise various works / services sections for which the Contract forms will be as follows;
 - Stage 2 Management service: NEC4 Professional Services Contract
 - Main works: NEC4 Engineering and Construction Short Contract

010 ADDITIONAL CLAUSES

- Additional to the standard clause contained in the forms are to be confirmed.

MAIN WORKS

NEC4 ENGINEERING AND CONSTRUCTION SHORT CONTRACT

The Conditions of Contract: The core clauses, conditions and secondary Options indicated, for the NEC4 Engineering and Construction Short Contract

- Option A: Priced Contract with Activity Schedule
 - Housing Grants Construction and Regeneration Act 1996, as amended by the Local Democracy, Economic Development and Construction Act 2009: will not apply.
- Additional clauses: to be confirmed.
- Requirement: Allow for the obligations, liabilities and services described.