<u>700249329 -</u>

<u>Provision of a Smart Working Environment for Leach Building, Navy Command Headquarters</u>

Pre-Tender Questions and Responses

1) What are the business team numbers including team managers?
   The structure of the HQ is changing under Navy Transformation. The following Business Areas will require engagement:

   > Finance Branch
   > Media Comms/ Pol Sec
   > Develop
   > Personnel & Training
   > NEST/ Portfolio Office
   > Generate
   > Support/ Infrastructure
   > Navy Executive Committee
   > There are ca 850 desks in the building over five floors.

2) Your existing approach to Smart Working - have you introduced the concepts referred to in their introductory brief to the occupants?
   Yes, staff have had an introductory brief.

3) What are the current meeting room numbers and use (how frequently are they used)
   Very frequently used, 12 x large rooms (8-30 pers) and 13x small rooms (4 pers).

4) Will meetings be held on site in a single building or elsewhere? On site.

5) Will there be a requirement to carry out alterations to the building to enable Smart working to be implemented ie will walls or partitions need to be altered and associated services which may in turn required Building Regs approval?
   There will be no changes to the building physical infrastructure.

6) Is the building listed? No.

7) What is the expected date for occupancy?
   The building is currently occupied, areas will be vacated when required to deliver the new layout.

8) The tender suggests that we have 1 month to complete the workplace consultancy, concept and detailed design for circa 850 people. That is an incredibly tight timescale! I assume there would be a mid-month presentation of the data findings and the first draft design
   Yes, it is a tight time frame that we are working to and we would expect to see the data findings and first draft mid-month/3rd week in March.

9) Does Detailed design refer to construction issue drawings? Or is this referring to RIBA stage 3: Developed design? I appreciate the approach would depend on their procurement route
   The detailed design should include how each floor would be laid out, detailing the specific furniture, power/IT points, how break out areas are laid out, how meeting rooms are designed, decoration colours/artwork suggestions.

10) It mentions that data in Amber and Red zones cannot be collected with portable electronic devices. Is it possible to use paper for these floors while in the space and transfer to electronic system once vacated from the space?
    Yes manual collection of data on clip boards is permitted in AMBER zones.

11) **Do you have the floorplans?** We are unable to share floor plans of the building for security reasons. Potential suppliers may request the opportunity to visit Leach Building prior to submitting a tender. Working Days only between the hours of 08.30 and 17.30.