1. The following comments respond to questions raised at the open events on 18 February 2016. A number of updates have also been made to the ITTs including sections on bribery and collusion. As a consequence, the tender return date will be extended to Noon on Friday 4 March 2016. This will also be noted on contracts finder.

Bidders are asked to read both these and the revised ITT documents in full.

1. BREEAM Excellent is required by the planning consent for the whole scheme; the new academic building has been assumed as primarily naturally ventilated and a strategy prepared by Hollybrook’s design team. This information will be made available to successful consultants on appointment.
2. UAL’s own requirement is to achieve SKA Gold for the fit-out.
3. A BREEAM assessor has already been preparing submissions for all the new buildings in as far as is possible for a “base build” shell.
4. It should not be assumed that full details of any “part L” design model will necessarily be made available.
5. The new build shell is basic and does not include toilets, handrails or services other than power being taken to a distribution board.
6. There is no specific requirement for BIM.
7. UAL are adopting a “soft landings” approach involving early engagement from end users and the Facilities Team.
8. 10% consequential improvements in the existing 1970s building are required by Building Control. A large part of this has been achieved by the provision of a CHP in Hollybrook’s new residential block which will provide heat and power to the existing estate.
9. Initial services surveys have commenced in the 1970’s block and will be made available to the design team. Asbestos is present and R&D surveys will be carried out shortly.
10. The new build shell has allowed for a services riser. Ceramics and some other plant will be relocated in summer 2016 and may not form part of this project.
11. UAL has set up a number of user groups; they are currently preparing a high level brief which will be completed by end March 16 and will be made available to the design team upon appointment. The groups include:
	1. Courtyard, External spaces, waste, deliveries etc
	2. Reception
	3. Digital Media
	4. Shop (new space)
	5. Canteen and kitchen (new space)
	6. Student Admin/ Student Centre
	7. 3D Workshop new
	8. Print & Letter Press
	9. Gallery
	10. Lecture Theatre
	11. Pop up Café (when vacated)
	12. Library (existing, when vacated)
	13. Sculpture (reconfigured space)
	14. Ceramics
	15. Workshops
12. A Project Steering Group meets every six weeks to oversee and set the brief priorities and to approve major decisions.
13. The Architect and design team will be required to provide basic specifications ffor loose FF&E.
14. The new LRC will be located on the 1st floor and part of it will be above workshops. The layout of the LRC will need to take account of acoustic issues when locating quiet study areas in particular.
15. The layout of the upper floor areas in the new building (2 to 5) is as yet unconfirmed but is likely to be open plan studios with only very limited subdivisions such as for one or two offices.
16. There will only be 2 link bridges from the new building into the 1970’s building.
17. Only limited works are proposed to the front elevation and tenderers should assume that this can either be dealt with by conditions in the existing planning consent and that no new planning application will be required. If a new application is required that will be considered as an additional service.
18. UAL’s catering suppliers have well developed views on the layout for the kitchen and cafeteria and the furniture to be provided. The information will be made available to the design team on appointment.
19. AV consultancy will be provided by a separate consultant.
20. Hollybrook is due to complete the new building shell by eearly February 2017
21. UAL will invite some student input in to design of certain small items e.g. smoking shelters.
22. Architects may submit a separate fee for the role of Principal Designer; this will be considered as a separate appointment from design and therefore the PD fee will not be taken into account when assessing whether or not Architectural Design bids are within the OJEU threshold.
23. Although fees for both the fit out and the refurbishment have been asked for separately, it will be a single appointment and the fees will have to be aggregated when considering thresholds.