NML MoL Wondrous Place Contract Administrator Questions & Answers

Q - Is there any additional information on the quality questions including word or page count?

A - No additional information provided.

Q - Is there a an excel pricing document to be provided?

A - We are not providing a pricing document at this stage.

Q - Is there an estimated construction cost?

A - The total budget for this capital project is just over £1M. The estimated building costs for the project are £230k (including fit-out, setworks and enabling works).

Q - Are design services expected to be provided or will a separate Architect/interior designer/M&E designer be appointed?

A - Working with NML’s appointed Project Manager for Wondrous Place, the appointed Contract Administrator will provide Building Surveying (incorporating M&E services), Quantity Surveying Services (in accordance with the scope of services) in the production of technical information, drawings, specifications, tenders, act as the central point for Health and Safety coordination for the project undertaking the roles of Principal Designer and Principal Contractor for the enabling works and thereafter working also with NML Designers, for the coordination and interface of all packages required to deliver the fit-out of the refurbished gallery space.

Q - Have NML a particular suite of contracts they would like to use?

A - No.

Q - Can you provide the budget for the works?

A - The total budget for this capital project is just over £1M. The estimated building costs for the project are £230k (including fit-out, setworks and enabling works).

Q - Do you have a pricing schedule template you would like us to use or can we use our own format?

A - We are happy to receive any pricing schedule template your company uses regularly, although we ask that it comes in a compatible format for MS Office / PDF / Acrobat reader.

Q - Can you please confirm the scope of the Building Surveying services?

A - Scope of Building Surveying will be the assessment of the gallery, condition checks, etc. in advance and during the install of the required exhibition equipment.

Q - Can you confirm the design responsibility for this opportunity? The Schedule of Services document makes reference to the delivery of a principal contractor service?

A - The appointed Contract Administrator will be Principal Designer and Principal Contractor for the scheme. Although it is anticipated that design documents will be delivered in-house and through appointed contractors, the Contract Administrator is the core, constant point of contact throughout the works to plan, manage and coordinate health and safety.

Q - Can you confirm that we are to use the key dates in the schedule of services as a basis, as they differ slightly to those in the programme?

A - I would definitely use the dates outlined in the schedule of services as reference. The programme schedule is an agile document at the moment, and it should be used more as a reference for timescales as opposed to exact dates.

Q - Is there a guideline fee that can be shared?

A - ​We aim at providing a competitive bid and therefore there are no fee guidelines available for this tender.

Q - What existing consultant team are already appointed?

A ​- The project is being managed by NML’s internal team

Q - Are we correct in reading there are 5no. separate packages with 5no. separate contracts to administrate?

A - It is anticipated that a minimum of 5 tender packages (graphics, enabling works, fitout, digital content, and AV) will be required for this project. However, we expect the Contract Administrator to support our team in identifying the potential need for splitting these tender packages into smaller, more competitive packages as required.

Q - Can you confirm which packages have already progressed into tender, so we can anticipate how many tenders we need to be involved with?

A ​- Only one tender package is expected to progress to the point of appointment before the Contract Administrator takes post. This tender package is not included in the 5 tender packages mentioned above.

Q - Can you confirm our understanding that the CA is expected to be Principal Contractor for the Enabling Works?

A ​- Yes, we’re asking the appointed Contract Administrator to take on the Principal Contractor role.

Q - Through the enabling works, if the scope is to include Principal Contractor we would expect to provide a full time site presence. The scope states to visit site every two days – is this the expectation post enabling works? Would this continue through the object installation phase?

A – This can be agreed between the Project Manager and the appointed Contract Administrator. However, from our point of view, it is up to them if they want to provide a full-time site presence, as we are not sure it would be necessary. Should we agree that full-time presence is necessary, this would apply to both the enabling works and the fitout phases, not only to the enabling works, i.e., full site presence start to end.

Q - Please can you confirm who the project manager is – are they NML staff or an external?

A - The Project Manager is one of our Senior Exhibitions Officer who is a member of NML's staff.

Q - What form of contracts are proposed for the works? We can see bespoke forms noted in the scope; are these based on another form JCT/NEC etc.?

A ​- For the enabling works we are using the JCT contract as it dovetails with the CA

Q - Please confirm that site based preliminaries, that are not resource-based (during Principal Contracting Duties) are excluded i.e. hoardings, site facilities, toilets, mess etc.

A ​- For the enabling works our team wouldn’t anticipate the need for a compound as there won’t be enough staff or materials on-site to warrant something specific.

Q - With regard to the tender questions, the table in section 3.5 Evaluation of the Tender Specification indicates that the quality portion of the bid will be assessed across four criteria, but later in the document when elements required from the tenderers are listed in 4.9 Summary of Documents to be returned as part of Submission, the four criteria points aren’t mentioned. Should bidders assume that these four criteria should be addressed as part of the Management Summary?

A - Yes, that is correct.

Q - Could you please confirm whether any page or words limits apply to the quality responses? ​

A - There are no page or word limits to the quality responses.

Q - Under 3.4 Compliance of the Tender Specification, it states that completed Contractor H&S forms should be submitted if applicable – could you confirm whether, as consultants, tenderers are required to complete the form?

A - Yes, for the Contract Administrator role they are expected to complete the form.

Q - There are several instances within the Invitation to Tender where the Supplier has an obligation to ‘ensure’ that certain activities/events take place. Where the obligation to ensure is under the direct control of others, we cannot, in the legal definition, ensure that these activities/events take place, and therefore we can’t comply with the obligation. We request that ‘ensure’ is changed to ‘check’ or something similar.

A - This would fall under NML's Project Manager and the Contract Administrator. We can review wording with the appointed Contract Administrator at the tender award stage.

Q - Item 5.1 of the Tender Specification states ‘the Contract Administrator will provide Building Surveying (incorporating M&E services), Quantity Surveying Services (in accordance with the scope of services) in the production of technical information, drawings, specifications, tenders’ is it intended that the appointed consultant is responsible to undertaking the design duties or will NML be appointing a separate designer?

A -  [...]coordination for the project undertaking the roles of **Principal Designer** and Principal Contractor for the enabling works and thereafter working also **with NML Designers**, for the coordination and interface of all packages required to deliver the fit-out of the refurbished gallery space.

Q - We are a firm of Consultants and are not a Contractor. We are therefore unable to act as Principal Contractor – this would need to be undertaken by the main contractor for the build. Please confirm agreement.

A - The role of Principal Contractor does not require to be undertaken by a Contractor and can be fulfilled by an organisation that is deemed competent to fulfil the duties of the role. As there is no single Contractor undertake works throughout the duration of the scheme it is felt by NML that the appointed CA should act as the Principal Contractor to plan, manage and coordinate Health and Safety for the works.

Q - We note that the enabling works tender package will be complete by 3 March which is well in advance of the CA appointment on 22 March. We note that the intention is for the CA to act as PD on the enabling works however in view of the timings we wonder how this would be possible. This should role be undertaken by the designer. Please confirm agreement.

A - Due to the timescales involved in ensuring the works are completed by November 2021 some elements of work to be managed by the Contract Administrator will have been tendered by NML in advance of the appointment. The appointed Contract Administrator will not be involved in preparing the enabling works tender package but will have the involvement specified in the Schedule of Services from their start date, i.e. they will be involved in the scoring of tender returns for this tender and so forth. The Contract Administrator will act as Principal Designer mainly for the Fit-out Tender Package and for the Enabling Works Tender Package as required.

Q - Item 5.1 of the Tender Specification also states ‘act as the central point for Health and Safety coordination for the project undertaking the roles of Principal Designer and Principal Contractor’ dependant on the outcome of query 3, it would be more suited for the PD role to be undertaken by the appointed designer as they would be qualified to do so, is this acceptable? Also the Principal Contractor duties would be undertaken by the successful contractor once appointed.

A - We ask that the appointed Contract Administrator acts as the central point for Health and Safety coordination for the project.

Q - Can we assume that NML will instruct DWF to draw up the relevant forms of contract and any required contract amendments and we will be involved with collation of the relevant documentation to be included within the Contract?

A - Yes.

Q - Could you please confirm how you would like the response structured as the evaluation criteria breakdown and the requirements in Section 4.2 differ in terms of required information.

A - We propose the following solution, although it is not required from bidders to follow this structure.

a) A brief overview of the proposed solution including reference to any partners and third parties. - including Response to Brief, Programme

b) Reasons why NML should choose the proposed bidder and solution. - including Quality & Experience of Team

c) Summary of the bidder’s commercial offer.

Q - Is there a word count that we should limit our response to?

A - There is no word count.

Q - What is the deadline time on 25th February ?

A – Noon - This can the found in the Tender Specification document Section 3.2.

Q - Noting the key dates state that the first tender package will be completed 3 March please clarify the proposed interview date(s) and intended award of contract date

A – All dates are specified in section 3.2 of the specification.

Q - Section 2 Project Review: A Programme refers to a project programme schedule at Appendix F however Appendix F is a schedule of services? Is there a programme?

A - This is a typo. The project programme is Appendix H

Q - The form of tender refers to drawings? Are there drawings or can this be deleted?

A - This cannot be deleted.

Q - Is this successful tenderer to provide the M&E requirement under our appointment or is it separate to the CA role? If so, will the M&E function have a design role or is it to check and advise on the quality of the works?

A - The proposed M&E role is likely to be the assessment and checking of M&E related works being delivered as part of the various packages of work.

Q - Is the successful tenderer to design the building / construction works, or will separate consultant’s undertake this?

A - The appointed CA will undertake the Principal Designer role, although it is anticipated that most design works will be undertaken by others within the NML team, with the CA ensuring compliance and coherence between the design elements.

Q - Will there be an opportunity to make a site visit prior to submitting a response.

A - I am afraid it is not possible at this time to access the museum premises.

Q - Are there general arrangement drawings in CAD / pdf format available for review?

A - these are not available at the moment, but will be made available to the appointed Contract Administrator. An aerial view of the gallery with Scope of Works highlighted in colour, has been added to contracts Finder advert.

Q - Are as-built plans for the existing gallery space available?

A - these are not available.

Q - We are currently working towards our ISO45001 accreditation – will this be acceptable (with evidence provided)?

A - If the ISO45001 accreditation is expected to be achieved by the 8th of March 2021 (with evidence provided) we would be happy to accept your bidding application.

Q - We will achieve SSIP as soon as we are ISO45001 (see above) accredited – will this be acceptable (with evidence provided)?

A - same answer as above.

Q - Is there an outline budget for the construction / fit-out works?

A - The total budget for this capital project is just over £1M. The estimated building costs for the project are £230k (including fit-out, setworks and enabling works).

Q - Please can you advise how you will be approaching exhibitions in 2021 and the procurement of contractors? Will a fit out contractor be required for the development of Wondrous Place?

A - We are currently preparing a procurement strategy specifically for the Wondrous Place Project, including a Fitout Tender Package and several other packages, such as graphics, enabling works and AV and multimedia packages. Our team at NML will be working alongside an appointed Contract Administrator to assess the number of tender packages required and all packages will be prepared and made live between March and June.

Q - Firstly, In Appendix F under the title ‘The Role’ there is a bit of confusion as to what the role is. It clearly states that the CA will provide BS and QS services together with PD under CDM. This is fine and understood, but later states that the CA will also act as Principal Contractor for the enabling works. Can this be clarified please, i.e. is the CA expected to act in the capacity of Principal Contractor at any stage under this commission?

A - The Contract Administrator is expected to act as Principal Contractor and to manage and coordinate the tendering process for the works packages (enabling works and fit-out works), to assist with appointments and to **manage the construction works and exhibition build on site,** acting as the first point of contact between contractors, subcontractors and NML's Project Manager.

Q - Item 11.3 of the scope ‘Ensure that the Client has access to appropriate advice in matters related to insurance throughout the duration of the development’ is something we cannot do as we are not insurance advisors. Please can you confirm that the wording will be reviewed with the appointed Contract Administrator at tender award stage.

A - If the bidder requires amendments to elements of the scope these should be highlighted within the clarifications to their tender submission stating where possible the exception and proposed alternative

Q - we would query the appointment of the CA well after the enabling package tender date

A- Target dates below, please note the Programme Schedule is a working document and it has been amended:

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| --- | --- | --- |
| **Item** | **Start Date** | **End Date** |
| Tender/s Issue | 5th March | 5th March |
| Tender Returns | 9th April | 9th April |
| Tender Evaluation | 12th April | 23rd April |
| Standstill Period (10 days) | 26th April | 7th May |
| Contract Award | 10th May | 10th May |
| Start On-site | 17th May | 17th May |
| Blind Repairs (10days) TBC | 17th May | 28th May |
| LED Lighting (10days) | 17th May | 28th May |
| 1st fix electrics (10days) | 17thMay | 28th May |
| Floor Repairs (5days) | 7th June | 11th June |
| High Level Redecoration (5days) | 14th June | 18th June |
| **Drop Dead Date for Enabling** | **26th July** | |

Q - Please can you provide copies of the drawings that are referred to on the form of tender.

A - drawings produced by NML will be made immediately available to the appointed Contract Administrator. In the meantime, a drawing that highlights the scope of works has been posted on Contracts Finder.