



Homes & Communities Agency

Multidisciplinary Panel Tender Brief

July 2016

Procuring and Managing Demolition and Geo-environmental and Geo-technical investigation works at the Former Farnborough Police Station, Farnborough, Hampshire.



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Response to invitation to participate in a mini competition

Panel Name:- Multidisciplinary

Project Name:- Demolition and Site Investigation management – Former Farnborough Police Station

Date:- 22nd July 2016

To:- [REDACTED], Area Manager

By:- 15th August 2016 13:00. Submissions via email to [REDACTED]



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Proposal Brief

1. INTRODUCTION

The Homes and Communities Agency (HCA) is seeking tenders to provide Project Management and Engineering Consultancy services to manage the demolition, site clearance and site investigation at the former Farnborough Police Station in Hampshire. The role will involve the co-ordination and procuring of all relevant works including surveys, utility disconnections, necessary consents and liaison with all statutory bodies as well as the procurement and management of the demolition and site investigation contractor.

The project manager must demonstrate experience of managing projects involving demolition and site investigation works of this nature and this will be a vital consideration in the selection process.

2. BACKGROUND

The Site

The former Farnborough Police Station site was acquired by the HCA in May 2016, it measures 0.9ha and located in Central Farnborough, Hampshire. The site sits in an area of Farnborough between the main town centre and the Borough Council offices. The Police Station itself is 933sqm of 1970's construction and no longer fit for purpose or suitable for any conversion potential.

3. AIMS AND OBJECTIVES

The site sits with an area identified as the "Civic Quarter". The wider site is not only home to the vacant Police Station but also the library, leisure centre, an office block, green space, a skate park and Elles Hall Community Centre. Its regeneration is key to creating an uplift in Farnborough Town Centre and unlocking homes in the Borough. The Council wish to see the wider regeneration of the site, the HCA has acquired the Police Station to ensure that it becomes part of the Civic Quarter development rather than coming forward as a standalone development. The HCA's involvement is to create momentum across the wider civic quarter site by masterplanning the area to allow phased development and unlocking in excess of 500 new homes.

4. KEY DELIVERABLES

- a) Procure and manage the demolition and site investigation contract
- b) Secure and satisfy all relevant statutory requirements and consents. Please define all relevant statutory requirements and consents and include these within your submission. Your fee proposal should also include indicative sums for any necessary consents and licences associated with the demolition works.
- c) Demolition and Site Investigation work completed on programme
- d) Refine and further understand the potential risks and impacts ground conditions may have on the HCA and intended future use and further refine potential remediation/mitigation methods and costs to inform future development partner procurement
- e) Site left in a safe, secure and clean condition (services isolated, holes filled)

5. THE SERVICES

The following services will be required as part of this project:

Project Management/ Contract Administration

- Confirm the exact client requirements and define key deliverables
- Consult with statutory authorities, local planning authorities and the client as appropriate to confirm requirements for inclusion in the tender documents and any relevant planning requirements
- Obtain all relevant consents from statutory bodies
- Obtain all relevant consents for demolition from third parties
- Identify and commission any ecology surveys that are required including management of any sub-consultants appointed. Ecological requirements as a result of survey findings to be incorporated into demolition specification (if relevant)
- Be the single point of contact between the Client and the project team
- Prepare a full programme
- Provide advice and recommendation on the form of contract and necessary surveys and consents
- Oversee the Invitation to Tender (ITT) process and contract award ensuring compliance with the HCA's procurement requirements for Consultants/ Contractors
- Chair interviews with interested parties, as necessary, and recommend preferred Consultants/ Contractors
- Act as Contract Administrator on behalf of the Client
- Chair fortnightly (or alternative as agreed with the Client) pre-contract, progress and site meetings
- Manage any change control/ variations to the works
- Report progress, authorise contractual payments and the final account. Reports will be required to provide monthly expenditure and programme forecasts for input into HCA's own internal Project Control System.

As Project Manager

- Compile all tender documents for LUMP SUM demolition and Site Investigation contract.
- Work in accordance with the HCA's procurement rules for tendering of works contracts.
- Obtain a pre-tender estimate
- Issue ITT documents
- Produce a tender report and recommend preferred contractor
- Prepare and oversee completion of the contract documentation
- Oversee any dialogue with tenderers and provide feedback if required
- Arrange and chair a pre-construction meeting with the successful contractor
- Attend, chair and issue notes from progress meetings during contract period

Civil/ Structural Engineering

- Visit site and identify key issues and constraints for the demolition work. Please note that the HCA has undertaken some initial site due-diligence work, the summary report will be made available to the appointed consultant
- Contract statutory service authorities to identify and remove any services that need termination
- Prepare a specification and methodology for the demolition and site investigation tender and appoint any Specialist Consultants required. Tender documents should provide tenderers with a full scope of works, including bespoke specifications, scheme drawings and an itemised schedule of lump sum prices, comprising the various stages of work to be carried out.
- Compile and issue Designers' Risk Assessments and other relevant information and undertake the role of Principal Designer in accordance with the new CDM Regulations and produce the Health and Safety Information Pack
- Review contractor's demolition and site investigation procedure
- Visit site during works to deal with issues in connection with the demolition and/or site investigation works
- Advise on solution for dealing with material generated through demolition
- Liaise with demolition contractor to ensure appropriate access and egress arrangements.
- Address the rights of occupiers of adjacent premises
- Advise on whether service disconnections are best commissioned and managed by the appointed consultant or by the appointed demolition and SI contractor
- Identify any live services that traverse the site which need to remain insitu and ensure the demolition/SI specification takes account of these.
- Ensure that works are carried out in a safe and proper manner in accordance with all relevant statutory legislation and approved Codes of Practice to protect the workforce, adjacent occupiers and members of the public from any impact of the demolition works.
- On completion of works, agree and issue the final account and prepare a contract completion report, including all commercial information and a review of the contractors' performance with regard to Health, Safety and Environmental aspects.

It is anticipated the demolition scope of works for the tendered contract will include but not limited to the following:

Demolition scope of works

- Preliminaries:
 - *Mobilisation/demobilisation*
 - *Welfare arrangements*
 - *Compliance with highways and other Local Authority requirements*
 - *Security, fencing, signage*
 - *Insurances and warranties*
- Protection of any existing services to remain
- Ecological mitigation or enhancement measures
- Asbestos removal (notifiable and non-notifiable)
- Removal of other hazardous materials
- Recovery of items/materials for re-use/reclaim/recycling

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- Tree clearance
- Demolition of buildings
- Break-up and removal of hardstandings and foundations
- Segregation and removal of all materials arising from the works
- Provision and erection of security fencing to the perimeter of site

Land Contamination and Geo-technical Site Investigation

- Gap analysis – undertake a detailed review of any existing reports to inform investigation proposals
- Site walkover – detailed site walkover to identify areas of concern warranting specific investigation
- Ground investigation based on comprehensive sampling strategy
- Better establish liabilities arising from ground conditions. The site has not been investigated significantly and more information is needed.
- Ascertain the risk and mitigation / remediation required for the proposed end users
- Assessment and reporting – establish key pollutant linkages and geotechnical constraints of the site.

Reporting and Assessment to include (although the appointment consultant will be required to advise on the complete scope of works for site investigation)

- Ground conditions at depth
- Ground water analysis / quality
- Made ground
- Risk of ground gases being generated on site or migrating on to site
- Soil samples
- Gas monitoring
- Understanding of ground conditions and stability of underlying soils
- Contamination testing
- Risk assessment – human health, controlled waters and other potential receptors
- Determine geotechnical constraints and the preliminary foundation design for proposed buildings and roads
- Outline key risks such as soft spots to hard spots
- Soakaway feasibility
- Waste assessment
- Sustainable remedial options appraisal (if contamination encountered at such concentrations that remediation would be required to render the site suitable for residential redevelopment)
- Reporting to include all supporting information such as photographic data, site logs, chemical data, risk assessment spreadsheets. Standalone factual report required.
- Covering letter which should include:
 - Recommendations for further work
 - Likely indicative remedial technique(s) proposed within the Sustainable Remedial Options Appraisal. It is acknowledged that some areas of the site will not be able to be investigated in detail, therefore suitable inference between location and what may be present should be provided.

It will ultimately be up to the selected consultant to design the works in accordance with the brief and all the information supplied

Report and data supply

PDF electronic versions of the report compiled to include all appendices should be provided. In addition, supply of all supporting information will be required, since this is owned by the HCA. This should include all photographic information provided in JPEG format, all site data (such as logs) and laboratory data should be made available in AGS format, together with electronic versions of risk assessment spreadsheets and pdfs of the outputs. All of the above should be clearly marked within separate folders on the CD-Rom so that it is obvious what it is.

Asbestos Removal Management

- Review the existing Demolition and Refurbishment Asbestos Survey. If required following review of the existing survey and discussions with the HCA, undertake any additional survey work to supplement existing report. Additional site inspections, test results, remedial work or removal of asbestos materials must be recorded in the Asbestos Management Plan for the property.
- Undertake the role of Air monitoring and Clearance testing (if required).
- Complete an asbestos removal works specification for tender
- All licensable and notifiable non licensable asbestos work must be monitored by the consultant.

Principal Designer

The appointed consultant firm will also be required to undertake the role of Principal Designer to ensure that the HCA complies with its statutory responsibilities as Client under the Construction (Design and Management) Regulations 2015 and its general duties under the Health and Safety at Work etc Act 1974.

Scope

- a) To undertake the duties and responsibilities of Principal Designer and designer as specified in the Construction (Design and Management) Regulations 2015, in particular, Regulation 8 – General duties of designers and principal designers; Regulation 9 – Duties of designers; Regulation 10 Designs prepared or modified outside Great Britain; and Regulation 11 Duties of designers in relation to health and safety at the pre-construction phase.
- b) Provide project specific health and safety advice to the Client (HCA Project Manager) on its duties to ensure that arrangements are maintained throughout the duration of the project to manage health and safety. (Regulation 4)
- c) Assist and advise the Client (HCA Project Manager) in complying with its duties under Regulation 4 to make suitable arrangements for managing the project to ensure that:-
 - The construction work can be carried out so far as is reasonably practicable without risk to the health and safety of any person affected by the project.

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- Arrangements for health and safety are maintained and reviewed throughout the project.
 - Welfare facilities listed in Schedule 2 of the regulations are in place before the commencement of construction work and are maintained throughout the duration of the project.
- d) On behalf of the Client (HCA Project Manager), collate and assess the adequacy of the pre-construction information; identify any gaps and advise the Client (HCA Project Manager) on how the gaps can be filled; and provide the information promptly, including any additional information, in a convenient form to designer(s) and the Principal Contractor appointed, or being considered for appointment. (Regulation 4(4), 11(6) and 12(3)).
- e) Liaise with the Principal Contractor throughout the duration of the construction phase to share information relating to the planning, management and monitoring of the construction phase; coordination of health of health and safety matters; and obtaining information for the health and safety file. (Regulation 11(7))
- f) During the construction phase, prepare the health and safety file and ensure that it is reviewed, updated and revised as appropriate and, at the end of the project, pass the completed health and safety file on to the Client (HCA Project Manager). (Regulation 12)
- g) On behalf of the Client (HCA Project Manager), notify the project to the Health and Safety Executive (HSE) on the F10, including any updates or modifications, and confirm to the Client (HCA Project Manager) that a copy of the notice and any updates, are clearly displayed in the construction site office. (Regulation 6)
- h) Before the commencement of the construction phase, confirm to the Client (HCA Project Manager):-
- That the principal contractor has prepared a suitable and sufficient construction phase health and safety plan, including a suitable and sufficient fire safety strategy for the project, to allow construction work to commence; and
 - That appropriate welfare facilities are provided on site in accordance with Schedule 2 of the regulations.
- i) Before the award of contract for construction works and/or before any arrangements are made for the work to be carried out or managed:-
- Check that the preferred Principal Contractor is registered and compliant with a pre-qualification scheme which is a member of SSIP (Safety Schemes in Procurement) and advise the HCA Project Manager accordingly of any contractor who is not a member of a SSIP approved scheme; and
 - Advise the Client (HCA Project Manager) on the suitability of the preferred Principal Contractor in respect of their skills, knowledge and experience to undertake the construction works (Regulation 8)
- j) On behalf of the Client HCA Project Manager, undertake at least three health and safety inspections to review standards on site. One inspection should be carried out before the construction phase commences to check that suitable welfare facilities are available on site. The remaining 2 inspections should be carried out at suitable intervals during the project. A copy of the report should be issued to the principal contractor; consultant project manager (where appointed) and the Client (HCA Project Manager).

- k) Confirm to the Client (HCA Project Manager), through regular written updates and /or progress meetings, compliance with the Principal Designer's duties under Regulations 11 and 12. (Regulation 4(6a)).
- l) Assist the Client HCA Project Manager on establishing arrangements, such as regular written updates and /or progress meetings, to ensure that the Principal Contractor complies with its duties in Regulations 12 to 14. (Regulation 4(6a)).

Consultants must confirm as part of the submission that they are able to meet the requirements of being Principle Designer outlined in this brief. Note this is a key requirement of the commission and therefore will be assessed on submission 'pass or fail' basis

Programme

Please include a programme for your works, clearly including pre-works, site works, monitoring and reporting. You should include discussion of potential area for programme slippage, if necessary, and ways you will aim to manage these.

Project Management

The HCA is the client for this commission. Payments for services provided by this commission will be made by HCA. Invoices quoting relevant purchase order and Instruction to Proceed (ITP) numbers to be submitted to Creditors@hca.gsi.gov.uk

Contact:

██████████, Area Manager, Homes and Communities Agency, 2 Rivergate, Temple Quay, Bristol, BS1 6EH.

M: ██████████

Email: ██████████

Site Access

No appointments are required for site visits, the site is accessible from the public highway / footpath. The building is currently secured therefore at this stage, external inspection only is possible.

Indicative Programme

HCA issues brief for Project Management	22 July 2016
Mini competition return	15 th August 2016 13:00
Decision to appoint	18 th August 2016
HCA appoints consultant	19th August 2016

Follow up interviews with bidding consultants will only be held if deemed necessary.

SUPPORTING DOCUMENTS

Appendix A: Location plan and redline

Appendix B: Resource schedule

Appendix C: Evaluation form

Appendix D: Scoring rating guide

Evaluation Criteria & Submission

Submissions for the demolition contract will be evaluated against 50% quality and 50% price. Two examples of case studies of similar commissions would be desirable. The proposal (excluding CVs and a Case Studies) should not exceed 5 sides of A4 paper when printed.

Submissions will be scored using the form attached in Appendix C and based on the scoring guide attached in Appendix D.

Please submit responses via email by 13:00hrs on Monday 15th August to jonathan.turner@hca.gsi.gov.uk

Evaluation Questions

The evaluation criteria and scoring matrix are set out below.

QUALITY CRITERIA (50% OF OVERALL SCORE)

Principle Designer role (submission pass on fail)

- Able to meet the requirements of being Principle Designer outlined in this brief

Experience (10% OF SCORE)

- Two examples of other relevant demolition and site investigation projects

Proposal (15% OF SCORE)

- Brief statement to explain how the commission will be undertaken
- Statement on why your organisation is best placed to deliver this project
- Schedules of services to be delivered
- Information on other consultant input that will be required
- A summary of key risks associated with the commission

Proposed staff (10% OF SCORE)

- Who will undertake the commission?
- Identify members of staff who will be involved and their strengths and similar experience.
- How much time will they devote to it?
- Please include a max two page CV for all staff to be used on this project.
- How and why you consider the staff (or at least the project manager / whoever is signing off the report) to be considered 'Competent Persons' as prescribed by the National Planning Policy Framework
- Complete Resource Schedule at Appendix B

Management and communication (10% OF QUALITY SCORE)

- How will the commission be managed including the first point of contact and reporting/communication process?
- Who will be responsible for reporting to the client?
- Who will manage the team?
- Clear presentation of the structure of the team and reporting lines.

Timescale (5% OF QUALITY SCORE)

- When will the commission be complete?
- When will key milestones be complete?
- What is the programme for the works, from preparation of tender documents through to completion of works on site?
- Are any programme dates we have given not achievable?
- Statement on how organisation would get up to speed and timescales for delivering this.

PRICE CRITERIA (50% OF OVERALL SCORE)**Fee Proposal**

Fee proposal setting out total fee including any breakdown where appropriate.