**University of the Arts London**

**Redevelopment at Camberwell Campus**

**Fitting out of new Shell and Core Academic Building and**

**Refurbishment and Alteration of Existing Main Building**

**Tender for Architectural Design Services. Ref CCA16/001**

1. **Introduction and Background**

University of the Arts London (UAL) has engaged Hollybrook at its Camberwell site to complete new student accommodation and construct a new academic building to shell and core. The new academic building should be ready for the University to commence its fit out by February 2017; the remainder of the site’s masterplan involves remodelling works to the existing main building facing Peckham Road including a new windows, improving accessibility generally by works to the externals, lower ground, ground and first floor. These works will need to be carefully coordinated with Hollybrook’s work elsewhere on the site and the fit out works, so as to keep the site operational. UAL’s aim is to have the new site operational by September 2017.

To meet this programme, UAL needs to appoint its own professional team to take the design forwards to RIBA stage 3 or thereabouts and to use this design as a basis for selecting and appointing a design and build contractor to complete the works (chosen from a framework or using OJEU procedures).

1. **The Site**
   1. **Vision and Objectives**

UAL wants to create a substantially new and enlarged campus at its Peckham Road location in South East London. The campus will have on site halls of residence, a new academic extension, remodelled and accessible main entrance and reception and an integral courtyard for events. As part of this it wishes to:-

* Enhance and improve the current college facilities
* Invest in the future so as to create an environment suitable for a 21st century arts institution.
* Facade renovation and “facelift”
* Achieve BREEAM excellent for the fitout
* Meet selected design criteria for “SKA”
  1. **New Academic Building**

The works will broadly comprise:-

* Fit out of lower ground floor as a 260 seat lecture theatre
* Fit out of ground floor as Kitchen, cafeteria and workshops.
* 1st floors as a LRC
* Fit out of four upper floors to Cat A.
  1. **Works to Existing Building**

The works will broadly comprise:-

* New windows in elevation to Peckham Road
* Remodelling external works at the front of the building to provide a new graded ramp to improve accessibility
* Improving the public realm
* Creating a new way through the building at lower ground floor level to the rear courtyard
* New reception area and art gallery
* Consequential alterations at lower ground, ground and 2nd floor level

1. **Town Planning**

Planning consent was granted for the works on 26 January 2015 reference 14/AP/2992 – more details are available on the Southwark Council Planning Portal. The design team will need to deal with clearing any relevant planning conditions and some discussion on details with the planning authority.

1. **Indicative Budget**

The estimated cost for the fit out works is £7.9m and for the refurbishment and alteration works to the existing building £3.8m (all **exclusive** of fees and VAT).

1. **Surveys**

UAL is commissioning a survey of the existing services. The design team will need to recommend and arrange (on behalf of UAL) any other surveys needed to progress the design such as asbestos, dimensional, condition, structural etc.

1. **Procurement**

The university anticipates procuring the works using a design and build contractor. It proposes to select its own full project team now to arrange any critical surveys and investigations and to develop the design to circa RIBA stage 3. It will and use this completed design information as a basis for obtaining competitive design and build tenders for the works. As the refurbishment works are potentially complex and will involve some phasing the University favours seeking early contractor involvement. This will include some pre tender, discussion and may include some 2nd stage post tender negotiations with the preferred contractor to finesse the programme and phasing and, if necessary, to develop further some aspects of the specification and design to give the required level of cost and specification certainty.

The University does not propose to novate any of the design team to the successful contractor; it will retain the Project Manager, Cost consultant and M and E consultant. Tendering D and B contractors nevertheless will be free to re-employ the other university designers should they wish, or to propose a different design team. The form of contract will be the JCT Design and Build Contract 2011 Edition.

1. **Programme**

Indicative programme dates at present are:-

* Issue design team tenders February 2016
* Appoint design team March 2016
* Briefing and Design to RIBA stage 2 May 2016
* Design to RIBA stage 3 July 2016
* Tender for D and B Contractors July 2016
* Any further design and final negotiations August – September 2016
* Agree lumps sum price and appoint D and B contractor September 2016
* Start on site for refurb October - December2016
* Start on site for fit out February 2017
* Completion August -September 2017

*\* Programme dates to be discussed and reviewed with design team and contractor*

1. **Architectural Design Services**

The University wishes to appoint an Architect to carry out full normal design services up to RIBA stage3. The Architect will act as the **Lead Designer** and potentially as **Principal Designer**.

For the avoidance of doubt where not already covered by Normal Services the Architectural services should also include:-

* Developing the brief from the outputs of a number of user workshops currently in progress which are due to be completed by end March 2016.
* Interior design
* Town planning conditions for external alterations to the main building works
* Assistance with contractor selection
* Principal Designer

If not retained by the contractor “ad hoc” post tender/contract technical advice (if requested by UAL) – separate time charge

1. **Other Consultants**

Tender are currently being sought for the following other consultants

* Structural Engineer
* Services Engineer
* Project Manager/CA
* QS/Cost Consultant

Once these consultants have been selected the university intends to appoint other consultants to join its team and will seek guidance and recommendations from those selected above for these other appointments. These consultants will probably include:-

* Landscape architect (architect to suggest or include)
* BREEAM consultant – need to achieve “excellent” and “SKA”
* Acoustic consultant
* Fire consultant (if required)
* Building Control

1. **Terms of Appointment**

This appointment will be based on the most recent RIBA standard terms of appointment for normal services up to and including RIBA stage 3. The University reserves the right to terminate the appointment at the conclusion of stages 1 or 2. The University will also require you to grant an irrevocable royalty free licence to use and reproduce any drawings or designs you prepare as part of this commission for use in connection with the development. Consultants will be required to provide at least £5m PII. £10m would be preferred if available.

1. **Your Submission**

Although fees are not the only basis for selection, you should put forward a basis of the fees required for providing a design service for both elements of the project on an incremental basis, i.e. the fees required for each element as follows:-

* 1. **Fees**
     1. **Fit out**
* RIBA stage 1
* RIBA Stage 2
* RIBA Stage 3
* **Total Fee as a % and as a fixed lump sum**

* + 1. **Refurbishment**
* RIBA stage 1
* RIBA Stage 2
* RIBA Stage 3
* **Total Fee as a % and as a fixed lump sum**

* + 1. **Hourly Rates for additional work**

You should submit a schedule of hourly rates for the various levels of staff to be involved.

* 1. **Schedule of Services**

Please submit a schedule of normal services, highlighting any services which you have excluded from your fee and in the light of 8.0 above any additional services allowed for.

* 1. **Expenses**

Fees should be inclusive or normal travel and printing expenses and up to 5 colour copies of Design Stage reports.

**See the form of tender at Appendix 1.**

* 1. **Other information/Quality Submission**

Please provide the following:-

* Your approach to the project
* Names and brief CVs of staff who would work on the assignment
* Your experience of similar projects
* Any key risks you would like to highlight.
* Requirements and suggestions for any other consultants you would wish to see appointed to allow you to complete the services.
* Any other information you would require.
* References from 2 other relevant clients
* A **very brief** summary of your practice to include:-
  + Offices
  + Management structure
  + Staff nos
  + Turnover and profitability
  + Current workload.
  + Confirmation £5m PI available

**We do not want lengthy quality submissions. They should be concise and we would prefer submissions to be no more than about 16- 20 A4 sides including appendices, CVs and case studies.**

* 1. **Submission returns**

You should e-mail your tender to [g.p.lewis@arts.ac.uk](mailto:g.p.lewis@arts.ac.uk) to arrive by 12 noon on Friday 4th March 2016.

1. **Criteria for Selection**

The selection will be based both on fees (30%) and quality criteria (70%). **The university does have a fixed budget and submissions proposing fees above that budget risk being excluded, irrespective of the quality of the submission.**

The particular criteria which will be adopted in selecting the consultant and which should be addressed by you in your submission are:

* Fees (30% of marks)
* Experience of your proposed team of similar projects (i.e. fit out and refurbishment) (15%)
* Experience of your team and the practice of working in the HE sector and with Arts organisations (15%)
* Ability to meet the programme (10%)
* Design flair and creativity. (10%)
* Ability to develop a brief for a range of academic spaces including lecture theatres and LRC. (10%)
* Your team’s willingness to work as part of the UAL team, the involvement of partners/directors and overall enthusiasm for the project. (10%)

1. **Selection Panel**

Each of the submissions will then be reviewed by the selection panel comprising representatives from UAL and possibly an independent external advisor.

Shortlisted consultants may then be invited to attend a final selection interview. These will be held during w/c 14 March 2016. Exact dates will be confirmed during the tender period.

**14.0 Additional instructions**

The University is not bound to accept the lowest or any tender and reserves the

right to cancel or suspend this procurement procedure at any time, without

incurring any liability whatsoever to the tenderers.

A series of Mandatory / Discretionary requirements are included under Annex A of this

Document which must be completed and returned as part of the tender response. Tenderers should note that failure to respond to the questions and/or provide adequate evidence of meeting these requirements may result in exclusion from the tendering process.

Tenderers acknowledge the fact that by responding to this invitation, the

University is not liable for any direct or indirect cost incurred throughout this

procurement exercise.

Tenderers need to complete and return the Canvassing Certificate (Appendix 2) and the Certificate of Non-Collusive Tendering (Appendix 3). Tenderers are also expected to familiarise themselves with UAL’s Anti-Bribery Policy (Appendix 4).

**15.0 Conflicts of Interest**

15.1 Tenderers are required to have an effective client conflict awareness policy and

procedure in place.

15.2 Tenderers must notify the University immediately of any conflict of interest, or potential

conflict of interest either formal or informal, relating to their prospective offer. The

University has an obligation under the Regulations to take effective measures to

prevent any arrangements which may constitute a potential conflict of interest thereby

distorting competition.

15.3 For the avoidance of doubt, conflicts of interest cover any personal, business or

commercial conflicts, including where Tenderers have separate duties to act in the

best interests of two or more clients in relation to the same, or related, matters.

15.4 Tenderers must ensure that appropriate integrity, ethical standards, and equalities

duties will apply throughout the provision of services and that all their designated staff

assigned under the contract protect the interests of the University at all times.

15.5 Tenderers will have adequate Bribery Act anti-corruption procedures in place and

ensure adequate procedures in any third party associates, whether operating in the UK

or overseas for the University’s interest.

**Annexe A - Section 1 to 6 Mandatory / Discretionary Requirements**

**Appendix 1 - UAL Form of Tender**

**Appendix 2 - Non-Canvassing Requirements**

**Appendix 3 - Certificate of Non-Collusive Tendering**

**Appendix 4 - UAL Anti-Bribery Policy**