



## **CITY COLLEGE PLYMOUTH**

**INVITATION TO TENDER FOR:  
BUILDING CONDITION SURVEY  
25<sup>th</sup> January 2021**

**REF RFQ171**

## **Section 1**

### **Instructions to Tenderers**

#### **1. Introduction**

- 1.1. The enclosed 'Invitation to Tender' provides information for consideration with respect to the Building Condition Survey for City College Plymouth.
- 1.2. Tenderers are required to answer all applicable questions and include all of the requested documentation. The tender must be completed in English.
- 1.3. All information received in connection with this tender application will be treated in the strictest confidence.
- 1.4. Tenders must be submitted in accordance with the following instructions. Any tender not complying fully with any of the instructions contained in this document may be rejected by the College, whose decision in the matter shall be final.

#### **2. Further Information**

- 2.1. Carol Williams  
City College Plymouth  
Kings Road  
Devonport  
Plymouth  
PL1 5QG

#### **3. Acknowledgement of Tender Documents and Intention to Submit**

- 3.1. The recipient of this Invitation to Tender (ITT) is requested to acknowledge receipt of the tender documents and state their Intention to Submit a Tender Proposal by emailing [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk).

#### **4. Tender Return & Validity**

- 4.1. Tenders must be returned in electronic format.
- 4.2. All enquiries relating to this Tender must be forwarded by email to [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk).
- 4.3. Electronic tenders must be returned by email to [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)
- 4.4. Tenders must be received no later than 12 Noon on 5th February 2021 which shall be the date fixed for submission of tenders.
- 4.5. The tender shall be submitted on the basis that the offer in it shall remain in force for a minimum of six months from the date fixed for the submission of tenders.

- 4.6. Tenders shall only be submitted on the basis that they are bona fide competitive tenders. It is therefore agreed that the College shall reserve the right to cancel the contract and to recover from the Tenderer the amount of any loss arising from the cancellation, if either the Tenderer:
- a) Shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word "Tenderer" for these purposes shall be deemed to include any and all persons employed by the Tenderer, or who are purporting to act on the Tenderer's behalf whether the Tenderer is aware of their acts or not, or
  - b) Shall have communicated to any other person than the College the amount or approximate amount of the proposed tender other than in confidence in order to obtain quotations necessary for the preparation of the tender, or for insurance purposes, or
  - c) Shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that person shall refrain from tendering.
  - d) Shall have fixed or adjusted the amount of the response by or under or in accordance with any arrangement or agreement with any other person or persons;
  - e) Shall have offered, paid, given or agreed to offer, pay or give any sum of money or valuable consideration, directly or indirectly, to any person or persons for doing or having done
  - f) Shall have caused to be done in relation to any other Bid for the said work, any act or thing of the sort described above.
- 4.7. The Tenderer must also disclose to the College any connection with any member of College staff which could affect the outcome of the bidding process.
- 4.8. In the event that the College becomes aware that the Tenderer is in breach of any of the above terms, the College shall be entitled to disregard a Tenderer's response to the ITT and to cancel any subsequent contract. The College shall also be entitled to recover from the Tenderer any losses suffered by the College as a result of any such breach.

## **5. Acceptance of Tender**

- 5.1. The College shall not be under any obligation to accept any tender.
- 5.2. The College shall not be under any obligation to accept the lowest tender.
- 5.3. The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.
- 5.4. At no time should the tenderer, prior to submitting or following the bid submission, communicate with any person within the College in the first instance other than the person named at 4.2 above. Failure to abide by this ruling could disqualify the tenderer's proposal from being considered.
- 5.5. The College has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure or a re-tendering procedure.

- 5.6. The tender must be based upon the terms, conditions and specification(s) set out in these documents, otherwise it may be rejected on the basis of being unsuitable and non-compliant. The Form of Tender may not be modified in anyway.
- 5.7. Tenderers will be notified of the outcome of their tender submission at the earliest possible time.
- 5.8. No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
- 5.9. In the event that a tender appears to be abnormally low in relation to the services to be provided, the College will request a clarification in writing and/or explanation concerning its elements. The College reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.
- 5.10. No unauthorised alteration or addition shall be made to the Form of Tender, the Specifications or any other part of the Tender documents.
- 5.11. If any such alterations or additions are made or the form of proposal is not properly completed, or if these instructions are not fully complied with, the tender may be rejected.

## **6. Pricing**

- 6.1. Prices shall be submitted in accordance with the Schedule of Prices, Appendix 1.
- 6.2. Unit rates and prices must be quoted in pounds sterling. Tenders should be submitted exclusive of Value Added Tax (VAT).
- 6.3. If the College suspects that there has been an error in pricing of the tender, the College reserves the right to seek clarification as it considers necessary from that Tenderer only.

## **7. Duration**

- 7.1. The tenderer shall be prepared to commence the service within two weeks of the tender results, the contract conditions shall be the college's standard conditions issued with the order.

## **8. Submission of Tenders**

- 8.1. In completing the tender documentation, the Tenderer shall prepare and submit its tender giving due consideration to the entire tender package. The requirements for submission of tenders are that the Tenderer shall:

- a) **Complete and return Pricing Schedule; Appendix 1**
- b) **Complete and return Form of Tender, Certificate of non-collusion, Conflict of Interest form; Appendix 2**

## **9. Amendments to the Tender Documents**

- 9.1. The College reserves the right to make changes to the tender documents if deemed necessary. Should this be necessary the College will issue a notice detailing the changes made to all parties within the given time scale.
- 9.2. The College reserves the right to make changes to the award criteria stated within section 13 of these instructions to tenderers. Tenderers will be informed of any changes.

## **10. Queries Arising**

- 10.1. Where tenderers have any queries about the tender documentation which may have a bearing on the offer to be made, these should be raised with the College as soon as possible, and in any case not later than seven days before the due date for return of tenders. Where any such enquiry has been made, the college will circulate to all tenderers a copy of the enquiry and the written reply, although anonymity will be preserved.

## **11. Use of Tender Documents**

- 11.1. Invitations to tender must be treated as private and confidential. Tenderers must not disclose that they have been invited to tender or release details of the tender documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional advisers whom the Tenderer needs to consult for the purposes of preparing the tender.
- 11.2. Any information given to the Tenderer by way of guide quantities and any plan, drawing or report is only given as a guide. The Tenderer warrants that it has ascertained for itself the accuracy of the information. No claim against the College shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.

## **12. Freedom of Information**

- 12.1. Tenderers are requested to specify with reasons if any information contained in its tender submission is confidential. The College will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

## **13. General Data Protection Regulation (GDPR)**

- 13.1 All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

## **14. Assessment of Responses**

- 14.1 The Contract will be awarded to the most economically advantageous tender applying the award criteria shown below.

Assessment of Response	Score
Excellent: Meets all expectations / Demonstrates complete understanding of all the requirements of this particular specification / No reservations.	4
Good: Meets most expectations / Demonstrates good understanding of most of the requirements of this particular specification / No reservations.	3
Marginal: Meets some expectations / Response is standardised with no apparent understanding of the requirements of this particular specification / Minor reservations.	2
Poor: Does not meet expectations / Response is weak & does not adequately address the specification / Significant reservations.	1
Unacceptable: Response is missing / Response is very weak and does not address the specification / Major reservations.	0

#### Award Criteria and Weightings

Criteria	Description	Weighting
	<b>QUALITY SUBMISSION 50%</b>	
1	Bidders should submit a proposal responding to the points set out in sub-section 8 of Section 2 below. The proposal should not exceed 8 sides of A4 in total. Appendices may be included in addition for project data sheets, CVs, example outputs etc.	50%

Criteria	Description	Weighting
	<b>FINANCIAL SUBMISSION 50%</b>	
2	Completed pricing schedules	50%
<b>TOTAL</b>		<b>100%</b>

#### **15. Timetable for Tender and Award of Contract**

Activity	Date
Invitation to tender issued	<b>25.01.20</b>
Last date for receipt of tenders	<b>05.02.20</b>
Preferred service provider to be selected and unsuccessful companies notified (Allow 7 days)	<b>12.02.20</b>
Contract start date	<b>15.02.20</b>

## Section 2

### 1. The client

- 1.1. City College Plymouth provides general Further Education, Higher Education and Work Based Learning from two sites within the Plymouth City boundary. It provides training in 14 of the 15 Sector Skills areas.
- 1.2. The College has been helping students to get the skills and qualifications they need since 1887 and is now one of the leading providers of vocational, professional and technical training in the South West.
- 1.3. Its vision is that City College Plymouth will be an outstanding and responsive college of further and higher education that is at the heart of its local community, delivering a range of provision from entry to university-level education.
- 1.4. The main campus is located at Kings Road in the PL1 postcode area, on a 13-acre site. The buildings there amount to 29,112 m<sup>2</sup> and comprise 92% of the Gross Internal Floor Area (GIFA) of the College. The other main site is Picquet Barracks, about half a mile away where another 5% of the College buildings are located. There is a third city centre site, currently not in use by the College. This is the smallest property at 569 m<sup>2</sup>.
- 1.5. The College supports around 12,400 full and part-time students.

### 2. Aim of this procurement

- 2.1. The College building stock is of various ages and conditions and at present the College does not have sufficient up to date and comprehensive information to inform them on the remaining life of the assets, extent of backlog maintenance or planned maintenance requirements. This information is needed to inform investment decisions and support grant-funding applications.
- 2.2. Maintenance is generally scheduled routine maintenance and reactive works with limited planned/lifecycle works. The College's revenue funding is insufficient to maintain its building stock in condition category A or B and it is essential that the College can get best value from its maintenance budgets to support the College's ongoing viability.
- 2.3. It is intended that this procurement will address the above through generating the following outputs:
  - An assessment of backlog maintenance costs that will inform the College for annual budgeting and support future funding applications for capital projects.
  - An assessment of condition of existing building stock that informs the College on its potential life expectancy and therefore suitability for further investment in improvements.
  - A 10-year planned maintenance works schedule and cost profile that meets the College's anticipated budget constraints.
  - Identification of any urgent works to ensure safety and security of operation of facilities.
  - To update building plan records and room schedules where necessary.

- To update building condition ratings by building in accordance with RICS definitions and to in line with historic eMandate requirements.

- 2.4. The College will initially appoint a Building Surveyor who will undertake the building fabric and building services (M&E) surveys and also co-ordinate the other survey work and the outputs. Key milestone dates are anticipated as follows:

Activity	Duration	Start	Finish
Building Surveyor Tender Period	2 weeks	25 Jan 21	05 Feb 21
Appoint Building Surveyor, Building Surveyor briefing and obtain quotes for structural surveyors.	1 week	08 Feb 21	15 Feb 21
Complete all surveys and issue of draft reports	4 weeks	15 Feb 21	15 Mar 21
Review draft reports and finalise	2 weeks	15 Mar 21	29 Mar 21

- 2.5. Access to rooms will be restricted during term times. It was anticipated that most internal survey work would be undertaken during the Half Term break from 15 to 19 February 2021. However, due to lockdown, access is available outside of this week.

### 3. The College site and building stock

- 3.1. The College owns the freehold of the main site with no known significant encumbrances on the title. The site is located less than two miles from the city centre. The site is approximately 13 Acres (5.3 Hectares) with existing buildings of approximately 29,000m<sup>2</sup> GIA, parking, and external circulation areas.
- 3.2. The College owns the remainder of a long leasehold on the city centre property, 16-17 Union Street and leases the property at Picquet Barracks. It is envisaged that this survey will encompass the main campus at Kings Road and 16-17 Union Street only.
- 3.3. The existing buildings are summarised below. Further information is included in the Appendices.

Centre / Building	Gross Building Area (sq m)	Built	No of Storeys	Current Use
Main building	3,196	1960s	1/2	Theatre and drama/dance space, sports hall, fitness suite, commercial hair salon, library, classrooms and café.
Tower Block	6,061	1970s	8	General classrooms, IT rooms, hair & beauty salons, staff rooms, and offices.
STEM building*	5,406	2017	5	Main entrance, café, sports science, music, media, digital, computing, computer workshops, general teaching, technology labs, information technology, science labs.



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Centre / Building	Gross Building Area (sq m)	Built	No of Storeys	Current Use
Engineering Building	3,484	1970s	1	Engineering workshops, marine workshops, automotive workshops, composites, general classrooms
Construction Building	4,435	1970s	2	Construction workshops: Plumbing, Electrical Installation, Woodwork, Painting & Decorating and general classrooms
Hospitality Building	2,845	1980s	3	Catering kitchens, training restaurant, staff rooms, art studio, general classrooms
Innovation Centre	2,632	2001	4	Student social space, main refectory and servery, general classrooms, IT rooms
Brick Shed	625	1980s	1	Brick workshop
Monterey House*	122	2013	2	Centre for Autism
Nursery	306	1970s	1	Nursery for children of staff and students
<b>Total (Main Campus)</b>	<b>29,112</b>			
16-17 Union Street	569		3	Currently vacant, occasionally used as overflow by ATL (a private training provider, wholly owned by CCP)

**\*Please note that the STEM building and Monterey House are not to be included in the survey.**

### The Accommodation Strategy

3.4. Investment in the College estate since 2010 comprises the following major projects:

Year	Works	Total Cost
2011-2013	Tower block refurbishment; recladding, window replacement and solar shading. Construction block refurbishment and re-roofing Engineering block refurbishment	£7.755m
2017	New build STEM building – 5,406 sq m	£13.5m

- 3.5. The Refurbishment of the Construction building and cladding of the Tower Block was completed in September 2011 and provided new workshop accommodation at Kings Road for all the Construction trades, including Plumbing, Painting and Decorating, Woodwork, Brickwork, Plastering and the Gas Assessment Centre. In addition, an Energy Centre was created as the location for the development of training in renewable energy.
- 3.6. The Tower block had all of its windows replaced with new double-glazed units along with improved wall insulation to help reduce heat loss and improve energy efficiency. A solar shading grid was added to the façade to reduce direct solar heat gain in the summer.
- 3.7. Refurbishment of the Engineering building started in January 2013 and was complete by September 2013.
- 3.8. The STEM building is the newest building on the campus, opened in 2017 and provides a new main entrance and reception for the college. It provides accommodation for digital media studies, computer technologies, manufacturing and marine technologies and science.
- 3.9. The College is currently updating its Accommodation Strategy. The following principles have been agreed with respect to the approach to the building stock at Kings Road:
- Retention of the STEM building, Innovation Centre and Engineering building
  - Possible retention/refurbishment of the Tower block – subject to a more detailed assessment
  - Refurbishment including re-cladding of the Hospitality and Construction buildings
  - Demolition of the main building and potentially the nursery and replacement with a new build of 3,000 to 5,000 sq m at the front of the site
  - Potential future expansions space of around 3,000 sq m at the east end of the site
  - Improvements to the external spaces including segregation of traffic and pedestrian movements and creation of an external heart space
- 3.10. A high-level budget assessment of the capital costs of the proposal was carried out and suggests a total delivery cost in the region of £48m (plus inflation) excluding the future expansion. At this time there are no confirmed sources of funding for the new build replacement of the older building however it is envisaged that funding opportunities will be forthcoming from the DfE and the Local Enterprise Partnership from early 2021.

#### Maintenance expenditure

- 3.11. The expenditure on maintenance in recent years is shown below. It is anticipated that future years' budgets will be similar.

Maintenance Costs						
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Planned Maintenance	166,430	182,606	185,096	100,654	45,666	354,000
Reactive Maintenance	146,292	125,642	126,943	118,832	147,400	

#### **4. General Requirements**

- 4.1. Where a consultant undertakes a survey they should meet the following requirements:
- Undertake non-intrusive visual surveys. Make recommendations where further intrusive surveys are required. Arrange access with the College's Premises Manager. It will be necessary to access areas when there is no teaching taking place. No allowance should be made for provision of access equipment, which will be arranged separately if required.
  - Schedule and cost backlog maintenance required to bring the estate up to RICS condition rating B. This will inform the College's risk management and funding applications for capital projects. An example of the expected output is included in the Appendices. This should be in Excel format for ease of interrogation.
  - Schedule of condition ratings for building elements and at an aggregate level by building
  - Produce schedules of planned maintenance over a 10-year period. It will be agreed with the College how this will be scheduled. Executive summaries to be provided for each building to include key condition issues, form of construction, life span remaining.
  - Review and update of the schedules with the lead surveyor and College representatives to ensure proposed work schedules are co-ordinated between the disciplines for minimum cost and disruption and appropriate to the College's budget and priorities. For example where proposed M&E works have potential builders work or asbestos removal implications this will be co-ordinated. Similarly where upgrade works may trigger other statutory compliance requirements this will also be reflected.
  - The format of costed work schedules will be agreed with the College and will include all associated costs such as professional fees, contingencies etc.
  - Identify access issues and non-compliance with the Equality Act
  - Identification of cost effective improvements to security
  - Identification of energy saving measures with low payback periods or grant support.
  - Identification of measures to reduce routine maintenance costs.

#### **5. Roles and Responsibilities – Building Surveyor**

- 5.1. The Building Surveyor's responsibilities will include:

##### **Overall co-ordination**

- 5.2. To be the College's main point of contact and lead the exercise, co-ordinate the survey work and outputs to meet the aims set out in Section 2.
- 5.3. The Building Surveyor will review the current building information, draft and agree the briefs for the following specialist with the College:
- Structural survey for the Tower block
- 5.4. The anticipated scope of the surveys is set out in the sections below. The College will then procure and appoint the specialist consultant separately. The Building Surveyor will meet with the appointed consultant to agree the scope of the survey and format of outputs and incorporate the outputs into a summary report.

- 5.5. To compile all the surveys undertaken and review the findings with the College and co-ordinate the survey information into an agreed 10-year maintenance plan. The final report will include executive summaries for each building and a general summary identifying key life expectancy and maintenance considerations.
- 5.6. To agree with the College a process of ongoing review and updating of the schedules.

#### Undertake building surveys and prepare planned maintenance & condition schedules

- 5.7. The Building Surveyor will undertake surveys of the following elements in compliance with the survey general requirements above:
- External and internal building fabric for all buildings
  - Fire stopping to Tower block
  - Cladding/curtain walling fire risk assessment to Tower block
  - External areas – roads, footways, fences, walls etc
  - Underground drainage (visual inspection).
  - All mechanical services including heating, ventilation, plumbing
  - All electrical services including lighting and power distribution, external lighting
  - The extent of surveys for specialist installations is to be confirmed e.g. telecoms and data, intruder alarm, fire alarm, CCTV, lifts etc.
- 5.8. The Building Surveyor will update the building condition ratings in accordance with RICS definitions.
- 5.9. If the Building Surveyor sub-contracts the building services (M&E) elements of the survey to a separate company, full details of the sub-consultant are to be provided as part of the tender response.

#### Review routine maintenance scope

- 5.10. The College requires the M&E surveyor to review their routine servicing and maintenance schedules and make recommendations to ensure that they are adequate to ensure the continued cost-effective operation and safety of M&E systems.

### **6. Roles and Responsibilities - Structural Surveyor**

#### Initial review and visual survey

- 6.1. It is intended to conduct a feasibility study on the suitability of the Tower block for long term retention versus demolition and new build. The College therefore requires confirmation of the structural integrity of the structure, any likely limitations on lifespan and recommendations for any ongoing surveys or maintenance to ensure its integrity.
- 6.2. The structural surveyor should make a visual assessment of the Tower block. Recommendations are required for further survey work if necessary to ensure the integrity of the structure. It is only required to assess the structural integrity in the context of its current use, as it is not currently proposed to undertake any significant remodelling works to the Tower.

Co-ordination of intrusive survey works and interpretative reporting

- 6.3. Should it be agreed that further investigations are required, the structural engineer will scope the investigations and obtain competitive quotations to undertake the investigations and reporting. The Structural Surveyor will produce an interpretative report informing the College on the integrity of the structures, anticipated lifespan and the scope of further periodic inspections if necessary.

**7. Other surveys**

Asbestos

- 7.1. An Asbestos Management Plan is maintained. It is not anticipated that further survey work will be required unless necessary to provide safe access for other surveys.

Fire risk assessments

- 7.2. Fire risk assessments are held by the College and reviewed as required.

Internal finishes

- 7.3. Survey and scheduling of internal wall, floor and ceiling finishes works will be undertaken by the College estates department.

**8. Submission requirements and evaluation**

- 8.1. Bidders should submit a proposal responding to the following points. The proposal should not exceed 8 sides of A4 in total. Appendices may be included in addition for project data sheets, CVs, example outputs etc.
- 8.2. Please provide the following information with your tender:
- 1- A statement of approach including:
    - Details of the personnel who will deliver the service with details of their qualifications and experience. Outline why they are suitable for this commission.
    - Outline the relevant experience of the organisation in delivering similar commissions.
    - Describe your proposed approach to delivering this commission with reference to key issues and how you would address them with indicative format of outputs etc.
    - Any other benefits your organisation offers and why you believe your proposal represents best value to the College.
    - Provide 3 references for similar commissions undertaken in the last 5 years.
    - Confirmation that you hold appropriate Public Liability and Professional Indemnity insurance.
  - 2- Completed Pricing Schedule – Appendix 1, Form of Tender and certificates in Appendix 2.

- 8.3. The award will be made on the basis of best value to the College with a weighting of quality 50% and price 50%.

**Form of Appointment**

- 8.4. Terms and conditions shall generally be as the RICS Standard Form of Consultant's Appointment

**Appendices**

Nr	Contents
1	Pricing Schedule
2	Form of Tender
3	Estate Background Information
4	Site Plan
5	Example of Expected Outputs
6	CCP Standard Terms & Conditions
7	Suitability Questionnaire