

Wakefield College – Level Radcliffe Refurbishment

Invitation to Tender

April 2018

Project	Wakefield College – Radcliffe Refurbishment
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1. An Introduction to Wakefield College

Wakefield College is the largest college in the District and has an impressive track record, having provided education and training in Wakefield and its surrounding area since 1868. Today, the College has its base in three major areas as well as delivering learning in community settings all over the district.

A level pass rates have been above 95% for the past six years and were also described as 'Outstanding'. Inspectors further complimented the College for its outstanding support for learners to improve their economic and social well-being and for the highly effective action it takes to prepare learners for employment and progression to higher education.

Wakefield College Values

The Wakefield College values determine the way the college operates with external stakeholders, students and each other in order to achieve their objectives;

- Excellence
- Inclusiveness
- Respect
- Responsibility
- Responsiveness
- Teamwork

We expect all service providers to align to the Wakefield College values.

Wakefield Objectives

Wakefield College have a set of strategic objectives for the college which reflects the new landscape in which the college are operating and aimed to ensure that would continue to meet their district needs.

These objectives form the basis of their planning and activity over the next three years and which will enable them to achieve their mission and vision. These are;

Our Strategic Objectives	
Strategic Objective 1	Be known as the leading provider of high quality teaching and learning in the District
Strategic Objective 2	Become highly regarded by our communities
Strategic Objective 3	Connect with our District in order to raise aspirations, particularly in deprived areas
Strategic Objective 4	Contribute to meeting the skills needs identified by the District's employers and support the District's economic prosperity
Strategic Objective 5	Secure the College's long-term financial health in order to invest back into Wakefield

1.1 Wakefield College Radcliffe Level 2 Refurbishment

Wakefield College continues to redevelop its existing Margaret Street City Centre Campus in the heart of Wakefield. The on-going property strategy, of which the Radcliffe Building, will allow the college to operate in a more flexible and functional manner.

Figure 1 provides an overview of the site location:

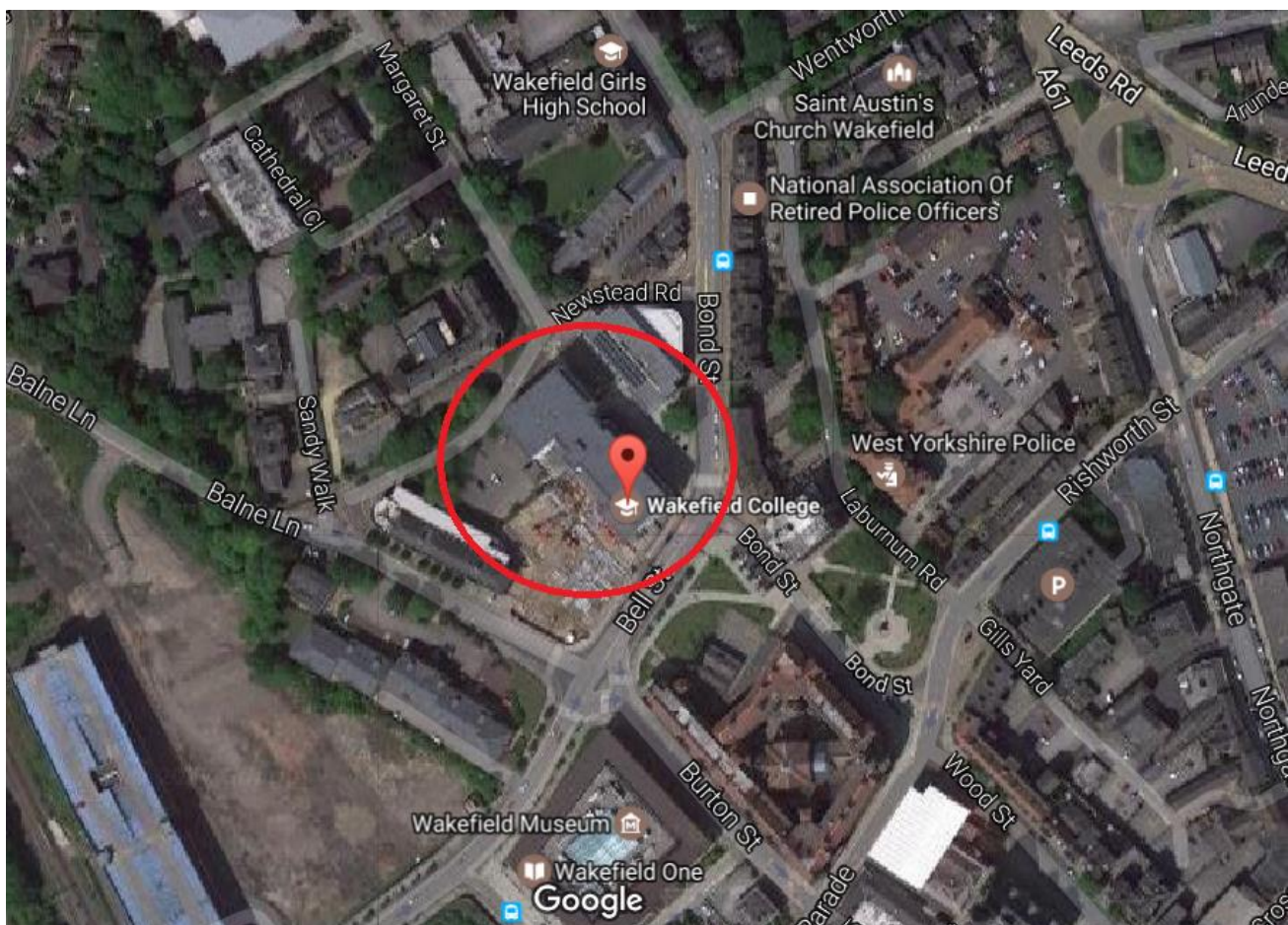


Figure 1: Ra

The campus is located at the boundary of the Civic Quarter. The surrounding built environment is dominated by educational, health & office accommodation including Wakefield Grammar School, NHS clinics, Council offices and Police.

2. Overview of Requirements

Mace Cost Consultancy Limited have been instructed by Wakefield College to assist in the procurement of a Main Contractor, with experience of the required activities to proceed with developing the existing outline design and constructing in accordance with the brief and employers requirements.

The form of contract to be used will be the NEC3 Option A.

Wakefield College require the refurbishment of areas within the 1st and 2nd floor of the Radcliffe Building to provide new teaching and staff accommodation.

The anticipated date for the commencement of the first floor contract works is **25 June 2018**.

The anticipated date for the commencement of the second floor contract works is **21 May 2018** however due to the exam period only none noisy works could be carried out during this time until w/c **25 June 2018**. It will be left to the successful contractor's discretion when they choose to begin their construction activities using the above dates.

The overall completion to both floors regardless of when the start date is **17 August 2017**.

The Main Contract Tenderers will be required to demonstrate that they possess the necessary resources and management skills and commitment and availability of supply chain to complete the Works to the highest possible standard whilst complying with the nature of the project.

3. Scope of Works

3.1 Introduction

The Radcliffe Building is located within the city campus of Wakefield College and requires circa 570m² of level 1 and 500m² of level 2 to be refurbished and remodelled.

The works comprise of but are not limited to;

Demolition

- Demolition works should be allowed in accordance with drawings issued.
- The demolition consists of the removal of combination of both blockwork and studwork walls/partitions. In addition to the removal of fixed benching to the perimeter of some of the second floor areas. The contractor will be responsible for the removal of all asbestos present within the floor (refer to separate refurbishment and demolition asbestos survey)
- Ceiling will be removed from all areas (unless otherwise specified)
- Doors will be removed from all areas.
- Demolition has been allowed to be carried out during normal working hours (08:00 – 19:00).
- Contractors should allow for the removal of window blinds and their reinstatement. The client will be responsible for the removal (or protection) of all interactive whiteboards etc which they intend to be reinstalled upon completion.

Substructure

- Due to the location and extent of these works, the substructure in this instance will remain unchanged.

Superstructure

- Contractors must allow for the construction of new stud partitions throughout the project. There will be no installation or design of steels and/or steelwork connections within the project. The structure of the building will remain as existing and any alterations to this will

be borne by the client. Contractors will ensure a structural engineer is consulted before the removal of any walls/partitions. However, should the project require any remedial works to the repair or fire-proofing/intumescent to the existing frame, this will be the responsibility of the client.

Upper Floors

- An allowance should be made for fire stopping to the corridor areas where required.

Roof Construction

- No provision for roof works are to be allowed for within this scheme.

External Walls/Envelope

- No provision has been made for the construction of external walls. Contractors should allow for access and egress for waste and materials associated with these works.
- Contractors should allow for minor damp remediation and plaster repairs to the internal areas where benching is to be removed and or identified areas during initial survey.

Internal Doors

- Supply and installation of Ash veneer doors (FD30) to all second floor room entrances. Georgian wired glazed, inclusive of all ironmongery (Geze door closer, lever handle, escutcheons and kickplates where required). The provision for the supply and installation of the paxlocks (battery operated/fob) also to be included.
- Door frames are generally to be constructed from softwood, with the exception of one hour fire rated frames.
- Doors, frames and architraves to be decorated in one coat primer and two full coats of ICI gloss
- It has been assumed that acoustic seals and drop seals to internal flush doors are not required.

Internal Walls

- All internal partitions will be double boarded (SoundBloc)/insulated to achieve 56db, with a tape and joint finish. All walls will be decorated upon completion with 2no. Coats of emulsion (diamond matt emulsion).
- All other testing to the internal walls has been excluded

Floor Finishes

- Allow for 1no. coat of latex screed to the second floor.
- The supply and fit of the Dyne Tectonic Carpet tiles have been requested by the client. All flooring installation costs are inclusive of nosings etc where required. Dyne tiles have been allowed throughout all areas (colours tbc).
- New skirting has been allowed for where new partitions have been installed.
- All other testing to the floor finishes has been excluded

Ceiling Finishes

- Supply and fitting of new MF suspended ceilings to second floor areas as (inclusive of all grid, shadow baton and fixtures). The tile included for is the Sektor Interior Solutions, ref Sahara Plain 600x600x14mm.
- Manufacturers product testing literature will be provided for the materials in this section upon request
- All other testing to the ceiling finishes has been excluded

Mechanical and Engineering Services

- Contractors are to allow for designing and installing mechanical ventilation for all classrooms and offices.

Heating System

- The existing heating pipework system will be modified to accommodate the new layout new TRVs will be fitted to the existing radiators.

Electrical Engineering Services

General Wiring

The methods of wiring employed on this project are as follows:

Incoming Supply

- Existing.

Sub Mains

- Existing

Final Circuits

- Multicore PVC insulated cables installed in roof void run in cable Containment. T&E Cable

Distribution Boards

- A new distribution board will be installed to service the new installation. The new boards will be installed in the existing locations and the existing sub mains cables will be utilised. There will be one new board on the second floor.

Containment

- A new containment system of baskets will be installed behind the false ceiling to accommodate the new lighting & small power installations, A separate containment will be installed for the data & fire alarm installation

IT Cabling Systems

- A network of cables to supply the new Data installation for the refurbishment will be provided, all cabling will be Cat 5 e terminating at in the new Comms room cabinet on the 2nd floor. All quantities to be based off RDS sheets issued for the second floor.

General Socket Outlets & Power supplies

- Small power installations comprising of general sockets & fused spurs are fed by circuits connected to the local distribution boards.

- Power in the classrooms will be double sockets surface wall mounted via dado trunking.
- Power outlets for cleaning purposes and general maintenance are provided to corridor entrance area, cleaners sockets are protected with combined MCB/RCD's.

Lighting Systems

- The lighting has been designed to create a pleasant interior environment whilst meeting the technical requirements of the particular task being carried out in each area. The lighting systems have been designed to complement features of the building construction and fabric/finishes.
- Artificial lighting to all internal areas will be by using new LED fittings. The fittings will be designed to fit in the new second floor layout.
- Lighting control is by local manual switching & PIR as per the RDS documents.
- Luminaires installed in areas with suspended accessible ceilings are connected using a 2 meter length of 3/4 core heat resistant flex from a plug-in ceiling rose for each luminaire mounted within 500mm of the final position of the luminaire which it supplies.
- Meeting/Resource room area are illuminated using existing recessed modular luminaires suitable for installation in a 600mm x 600mm suspended ceiling grid. All office luminaires should comply with the latest version of CIBSE LG3 and be suitable for VDU use.
- Luminaire louvers are securely fixed to the luminaires body designed to be easily removed without taking down during future maintenance, cleaning and lamp replacement.

Emergency Lighting

- Emergency lighting has been provided throughout the building in accordance with BS5266 and to the satisfaction of the Local Fire Officer and Building Control.
- Emergency lighting has been achieved using self-contained emergency conversion units fitted to selected general lighting luminaires in accordance with BS5266.
- Surface areas are provided with self-contained emergency bulkhead luminaires. Illuminated emergency exit luminaires have been provided at all exit doors
- All illuminated exit luminaires are fitted with exit legends in accordance with the European signs directive using the running man legend and directional arrow as appropriate. Testing of all emergency light is by key switch operation. The appropriate key switch are all located adjacent the local Distribution boards

Lifts

The Contractor is to allow for the supply and installation of a Keighley Melody 1 Platform Lift (or equivalent and approved) to the first floor works only which will help building owners/operators to meet the requirements of:

- The Equality Act 2010
- Part M of the Building Regulations (England and Wales) and Section 4.2 of the Technical Handbook (Scotland), both of which cover the requirements that many new buildings must meet to ensure ease of access and use BS 8300:2009 Code of Practice covering the design of buildings and their approaches to meet the needs of disabled people
- Comply with BS 6440:2011, the current British Standard for Powered Lifting Platforms

4. Instructions to Participants

4.1 Responses

Participants are requested to provide

- Confirmation by email of their receipt of the ITT, as per the timetable below, and their intention to submit a bona fide proposal by the due date. This should be issued to Connor Robinson of Mace Cost Consultancy (connor.robinson@macegroup.com).
- Submission of their completed response, as per the timetable set out below, TWO number hard copies delivered in a sealed envelope marked private and confidential to:

Nils Elgar
Clerk to the Corporation
Wakefield College
Margaret Street
Wakefield
West Yorkshire
WF2 8QZ

4.1 Tender Arrangements

- The works will be procured under a single stage tender arrangement on a traditional measureable contract.

The Tenderers are required to provide the following items along with their tender return; non submission of any required item may render their tender return ineligible for consideration. Full details of how the tender is to be evaluated are included in appendices:

- A fixed lump sum price for proposed contract works including a fixed lump sum price for project preliminaries
- Fixed Overheads, Profit & Mark Up percentage to be used in the calculation of variations as appropriate in line with the framework agreement.
- A complete and fully priced Pricing Document
- Confirmation of compliance with tender documentation.
- Logistics Plan including laydown requirements.

- Proposed Management Team (including CVs demonstrating their experience in delivering projects of this nature)
- Resource Plan and Organogram (including defined Commissioning Team).
- Details of the contractor's approach to health and safety, including method statements
- Details of the Contractor's approach to Waste and Environmental management
- Any long lead Items the tenderer is aware of.
- Summary of Exceptional Site Working Hours
- Insurance certification
- Schedule of supply chain partners for this project

The Main Contractor will act as the Principal Contractor for the purposes of the CDM Regulations.

4.3 Timetable

Milestone/Activity	Date/Time
ITT distributed to bidders	12 April 2018
Confirm to Mace CC receipt of ITT and intention to submit bona fide proposal	17 April 2018
Site visit to view the spaces	20 April 2018
All clarifications and questions from bidders to be received by Mace CC	25 April 2018
Latest date for responses to clarifications and questions	25 April 2018
Submission of proposal to Nils Elgar (Wakefield College)	27 April 2018
Clarification interviews (if required)	4 May 2018
Final selection	7 May 2018

Note that Wakefield College may, at its sole discretion, elect to amend this timetable. Information received after the ITT Deadline may not be accepted. Submissions may be withdrawn by written notice only, provided such notice is received prior to the ITT Deadline.

4.3 Clarifications

It is the participants' responsibility to seek clarification of any requirements set out in this ITT which are not understood. All queries should be submitted on the ITT Clarification Sheet in Appendix A by email to:

connor.robinson@macegroup.com

Matters raised throughout the ITT process will be collated and cascaded to all participants to ensure a common understanding.

Participants may not make contact with Wakefield College or their representatives in relation to any matters related to this request, without the express permission of the Mace Project Director (Connor Robinson of Mace – connor.robinson@macegroup.com), throughout this process. Failure to comply may lead to immediate disqualification.

The Tenderers should be prepared to attend a clarification meeting/s to introduce his key personnel and to discuss and elaborate any points which he may wish to raise.

4.4 Format of Participant's Response

The participant is required to submit a compliant response, consisting of the completed responses to the relevant questions within this document.

The participant should ensure that their responses are provided in the same order and using the same numbering conventions as used in this ITT to facilitate evaluation. The participant should ensure that all required information is included in the response. The participant must not make any alteration to the documents comprising this ITT. The participant is solely responsible for the accuracy and completeness of their proposal.

Unnecessarily elaborate proposals, beyond that sufficient to present a complete and effective response, are not required and unless specifically requested, the inclusion of corporate brochures and narratives are discouraged.

4.5 Response Conditions

Information provided must remain valid and capable of acceptance for a minimum period of 90 days from the ITT Deadline. The participant must be able to demonstrate fully on request the ability to fulfil any of the services for which the participant has provided information in respect of.

The participant must undertake to participate in any presentation required as part of the selection process.

The tender documents, any tender clarifications issued by Wakefield College and any data contained in any files issued in the ITT are confidential, containing propriety information belonging to Wakefield College, and may not be wholly or partially reproduced or disclosed to third parties without the prior permission of Wakefield College, other than for the purposes of preparing this tender, in which case such third party shall be subject to the same confidentiality obligation hereunder. The tender documents shall remain the property of Wakefield College at all times.

In confirming, on receipt of this ITT, that you intend to submit a bona fide tender, the participant signifies his agreement to keep and maintain the information contained herein as confidential. This obligation shall survive the tender process and shall apply whether the participant is successful or not in being selected to supply the goods and services. The participants who do not intend to submit a tender shall be subject to the same confidentiality obligation hereunder.

The participant, in submitting a tender, signifies his agreement to treat all information related to the project as confidential and shall not disclose, comment or provide information to any third parties, or any media outlet not connected with the project.

In the event of the participant declining to submit a tender all ITT documentation must be returned to the send a sealed envelope marked that it is not a tender.

The ITT document and any electronic media provided to the participant shall remain the property of Wakefield College. Any press or media release concerning the award of this contract shall only be made by Wakefield College or with Wakefield College's written approval prior to release

Wakefield College will not pay any costs incurred by the participant in the preparation and submission of the proposal (including the cost of any samples provided to Wakefield College as part of the process). All costs associated with the preparation and submission of the

proposal, including any costs incurred by the participant after the ITT Deadline, will be borne solely by the participant.

The participant may propose to subcontract elements of the services offered, however the intention to do this must be explicitly mentioned within the proposal. The use of contracted elements of service provision must be seamless to Wakefield College. Wakefield College will expect The participant to accept complete responsibility for the sub-contractors, including procuring access to, and information from, such sub-contractors as may be reasonably required by Wakefield College so as to satisfy itself as to their suitability. Similarly, the participant and the sub-contractor will be viewed and treated as a single entity. All the sub-contractors will be subject to the same evaluation process as the participant. It is the responsibility to guarantee that all the sub-contractors will comply with all the requirements of this ITT, including those related to Anti-Bribery and Corruption (ABAC).

4.6 Acceptance or Rejection of Proposals

Notwithstanding any other provision in the proposal, Wakefield College has in its sole and absolute discretion, the unfettered right to:

- enter into negotiations with the participant or with any other potential service providers concurrently;
- accept any proposal (in whole or in part);
- reject any or all proposals (in whole or in part);
- accept a proposal which is not the lowest priced proposal;
- accept a proposal that deviates from the instructions and guidance specified in this proposal;
- reject a proposal even if it is the only proposal received by Wakefield College;
- accept all or any part of a proposal from one (1) or more service providers;
- cancel this ITT at any time.

A proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this ITT, or which otherwise fails to conform to this ITT may be rejected by Wakefield College. Wakefield College may waive any non-compliance with the ITT or anything required by the ITT and may elect to retain for consideration proposals which are non-conforming, which do not contain the content or form required by the ITT or because they have not complied with the process for submission set out herein.

It is the responsibility to thoroughly examine these documents and satisfy yourself as to the full requirements of this ITT. Inadequate knowledge will not be accepted as justification for errors or omissions in any proposal.

4.7 Intellectual Property Rights

The participants are required to identify any patents or other intellectual property rights held by third parties of whom The participant are aware which would be affected/utilised in any way by putting into effect the proposal. The participant should also include in their response their proposals for dealing with these matters.

All intellectual property rights in this ITT and all materials provided by Wakefield College or its professional advisers in connection with this ITT are and shall remain the property of Wakefield College and/or its professional advisers.

All intellectual property arising from the conduct of services by the participant under this project is and will remain the property of Wakefield College, and unless the participant has specifically identified in advance any background intellectual property as directed above then this shall be the case all in instances.

4.8 Form of Contract

The Form of Contract is included in Appendix B.

4.9 Insurances

The participant is expected to hold a minimum limit of £5m, for each and every claim, for the following insurance policies:

- Employer's Liability
- Public/Products Liability
- Professional Indemnity

4.10 Equality and Diversity

Wakefield College aims to become a fully inclusive organisation, eliminating discrimination, promoting equality and embracing diversity in all that we do. The college celebrates the rich variety of people who make up the College Community, from different cultures and different ethnic backgrounds. Some may have a disability, others may follow different religions. These principles recognise and support the Equality Duty set out in the 2010 Equality Act, in that they give due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

This applies to all the protected characteristics: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 requires public bodies to publish information to show their compliance with the Equality Duty, at least annually and to set and publish equality objectives, at least every four years.

4.11 Wakefield College – Procedures & Site Regulations

The College has established and maintains policies and procedures to provide a safe environment for our students. The successful participants needs to work in accordance with these policies and procedures.

5. Quality Requirements and Questionnaire (50%)

Your response to the ITT should be structured as follows:

Ref	Question	Weighting
5.1	Please provide information and evidence (where appropriate) of your company's ability to remove and dispose of asbestos.	10%
5.2	These works will include a variety of trades and in certain circumstances the ability to test, approve or certify works. You are required to provide information and evidence of your companies' ability to show both quality and competence of the delivery team.	10%
5.3	<p>Please provide at least three detailed case studies with references for previously delivered and completed similar projects, ideally within the further education sector. Wakefield College may also wish to visit these sites.</p> <p>As a minimum the case studies supplied must address the following items;</p> <ul style="list-style-type: none"> • Client name and contact details • Project value • Completion date • Services provided • Detailed project description • Key issues relating to your discipline • Lessons learnt 	10%
5.4	The summary of key dates has been identified within Appendix F, this identifies the design stages and construction period. Achieving this programme is essential. Please provide a detailed commentary outlining how you will work with the design team and contractor to achieve key dates included within the programme and how you intend to mitigate any risks	10%
5.5	<p>Please provide a copy of your company's risk and method statement for similar types of work and demonstrate your company's process in indoctrinating H&S within your workforce and sub-contractors.</p> <p>Also demonstrate how you envisage the removal of waste materials from site and transporting new materials into the work site given the works are on level 2 of the Radcliffe building.</p>	10%
Total Quality Questions Weighting		50%

6. Construction Cost (50%)

6.1 Construction Costs

The tenderers are to calculate and submit:

- A fixed-price lump sum based on this tender document.
- Prices should be returned identifying the cost of undertaking the works to the first and second floor separately as well as the cost to complete both together simultaneously.
- The rates used shall be inclusive of all costs, disbursements, expenses and overheads of whatsoever nature to be incurred in the delivery of the services and fixed for the duration of the contract.
- Participants shall exclude VAT from their calculations.
- The Tenderer is to complete the Bill of Quantities/Contract Sum Analysis/Preliminaries analysis and general summaries contained within the tender document.
- The Tenderer shall include all costs associated with a particular item or under its relevant heading and not within costs for other items.
- Each item is to be costed separately as indicated in the relevant sections and not 'bracketed' together.
- The costs and rates included within the tender will include for all costs in connection with the co-ordination, liaison with and attendances on any of the Client's direct contractors and with the works of any contractors working on adjacent properties or sites.

Appendices

See other files attached to ITT Distribution Email.