



**Prifysgol Cymru**  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David

**Pre-Qualification Questionnaire in relation to  
the provision of:**

**Principal contractor to deliver design and build services for the  
Refurbishment / fitout of London 3 Westferry Circus**

Contract Reference: UWTSD2122/173

**PQQ Instructions and Information Document**

Issue Date: 17/03/2022

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### Proposed Procurement Timetable

<b>PQQ published on Contracts Finder</b>	17/03/2022
<b>Last date for receipt of PQQ clarifications</b>	20/04/2022 (6 days prior to return date)
<b>Closing date for receipt of PQQ’s</b>	Noon, 26/04/2022
<b>Evaluations</b>	27/04/2022 – 13/05/2022
<b>Estimate date for ITT published on Contracts Finder</b>	July 2022
<b>Estimate Contract Start Date</b>	November 2022
<b>Estimate Contract Completion Date</b>	April 2023

The UWTSD aims, but does not commit, to adhere to the above timetable. Please do not contact the University for updates on the progression of the tender process.

All suppliers will be notified by email at each stage.

## **1 Guidance on Completion – Please read carefully**

To enable the University of Wales Trinity Saint David to assess your company's suitability, we require all of the information outlined in this form. **Please ensure that you respond specifically to each question and do not cross-reference to a generic document.**

Where there is not enough room in the questionnaire for a full response, please continue on a separate sheet, clearly indexed with the question number. Where additional documentation is required, (e.g. copies of insurance certificates) please ensure that this is also indexed and clearly linked to the relevant question. Failure to meet the required levels of insurance cover (or to provide proof from your insurer that the required level could be made available to you should you be awarded the contract) will result in the disqualification of your tender. In this instance, Contractors are required to hold a minimum cover as listed within this document. Failure to complete the form in full, or to provide any of the documents or information requested, will result in your submission being rejected.

Any information and / or documents submitted in response to this questionnaire must relate to the applicant only. The applicant is the organisation, which it is proposed, will enter into a formal contract with the University if awarded the contract.

## **2 Return and Treatment of Questionnaire**

The PQQ process will be conducted to ensure that Bidders are evaluated fairly against a pre-determined evaluation matrix. The selection process will use the written submissions to provide all the information required for a rigorous and objective assessment of each Bidder. The assessment of all aspects stated shall be recorded for audit purposes and feedback to Bidders.

Upon receipt, the PQQ submission will remain unopened until the deadline (as stated in the [Timetable](#)) has passed. Each PQQ will be reviewed prior to evaluation to ensure its completeness and compliance to the PQQ instructions outlined within this PQQ. Incomplete or non-compliant PQQs may be rejected prior to evaluation.

The PQQ Spreadsheet will form the Quality assessment. The response will enable the Buyer to form a clear view of the Bidders experience and technical capacity. The responses in respect of each question must therefore be clear and concise. No reliance should be placed on information given to the Buyer previously or provided elsewhere in the PQQ response. Bidders may be contacted for clarification of information if required.

Bidders are permitted to clarify the Buyers requirements in the PQQ, and the Buyer may require a Bidder to clarify or supplement the information it submits in its PQQ, provided that to do so will not distort the competition.

**An overall minimum quality threshold will be set at 75%. Submissions scoring 74% or less will be dismissed.**

An evaluation of all Pre-Qualification Questionnaire responses will take place in order to determine which bidders will progress to the tender stage. **A minimum of 4 and a maximum of 6 suppliers will progress to the tender stage**

**Please note the scoring guidance included in the questionnaire.** Questionnaires will be scored as set out in the accompanying scoring guidance. Before completing the questionnaire, please carefully study the instructions / information / draft specification and the **pass / fail** questions included in the questionnaire to ensure you have the capacity and capability to meet this requirement.

Your response must be completed and uploaded via email to [Tender.acknowledgements@colegsirgar.ac.uk](mailto:Tender.acknowledgements@colegsirgar.ac.uk) no later than **NOON**, on the TENDER DATE.

**Submit via:** E mail to [Tender.acknowledgements@colegsirgar.ac.uk](mailto:Tender.acknowledgements@colegsirgar.ac.uk)

**Tender Date:** Noon, Tuesday 26<sup>th</sup> April 2022

**Tenders received that do not comply with this instruction will not be considered / evaluated.**

**Submissions received that do not comply with this instruction will not be considered / evaluated.**

Following the notification of success to the Applicant(s) there will be a minimum 10 day “stand-still” period prior to execution of contractual documents as defined in The Public Contracts Regulations 2015 (as amended).

Applicants, both successful and unsuccessful, will have the opportunity to receive feedback regarding their application if requested during the stand-still period.

### **3 Queries**

Please address any Queries to: [Mickiela.chesters@uwtsd.ac.uk](mailto:Mickiela.chesters@uwtsd.ac.uk): with regards to the Pre-Qualification Questionnaire, or any other aspect of this opportunity.

Please use the Contract Number as the subject on all such emails.

All queries received, and the responses to them will be shared with all interest parties who return the tender acknowledgement form, as instructed.

The identity of the enquirer will be kept anonymous, at all times.

### **4 Confidentiality**

By receiving this Questionnaire, bidders agree to keep confidential the information contained in it or made available in connection with any further enquiries or provided during the course of the procurement process.

### **5 Background Information – The University of Wales Trinity Saint David**

The University of Wales Trinity Saint David (UWTSd) is the third oldest University in England and Wales after Oxford and Cambridge and celebrates its 200th anniversary in 2022.

In pursuit of its continuous commitment to transform lives and transform education the UWTSd has a proud record of working independently and in partnership with many Higher Education institutions in the UK and across the world, including in India, China, Africa, North America and Europe.

In addition to our more traditional/established teaching programmes the Institute of Inner City Learning (IICL) has had great success in attracting mature local students, predominantly from BAME backgrounds to study on the Certificates in Higher Education Skills for the Workplace and in Health & Social Care, both as standalone courses or as pathways to further progression.

The Institute of Inner City Learning is based in England with campuses in Birmingham and London and currently has 2,500 registered students in London and 1,500 in Birmingham. The Institute has been managed by the same core Senior Management Team since 2012 and currently employs approx. 100 full-time management, support and academic staff, plus 60 or more hourly paid and/or part-time staff in London. Similar figures also apply to our Birmingham campus.

The IICL is focused on providing an inclusive learning environment to predominantly non-traditional, mature, non-residential students from wide ranging and diverse backgrounds. Working closely with local communities the IICL aims to improve graduate prospects and employability rates.

In accordance with the standard terminology used within this PQQ process, the Client is hereafter referred to as the ‘University’ and the Contractor as the ‘Bidder’.

### **6 The Compliance Framework: Public Contract Regulations (PCR) 2015**

The University is a public body and must adhere to public procurement requirements. The University’s own instruments of governance require demonstration of best value.

The University has sought to structure the procurement process to:

- generate a meaningful competition;
- adhere to relevant rules and regulations; and
- seek creative, innovative, and entrepreneurial proposals.

## **7 Draft Tender Specification**

### **7.1 The London Offer**

Specifically, from a London perspective, in 2012 the University of Wales Trinity Saint David made the bold decision to establish its London Campus and to share with students in London its long and proud tradition of excellence in teaching and learning. In 2012, the then much smaller London Campus was located in Islington and catered only for international students. Having outgrown the Islington premises due to increased demand, in October 2013 the London campus moved to Kennington Oval Business Park and in 2016 we began to admit Home and EU students. Since then, the London Campus has continued to grow and has been nothing short of a resounding success.

Many of those who study with us have no prior academic qualifications and have successfully progressed to graduate, postgraduate and even doctoral level programmes. The proposed move from current base of operations at the Kennington Oval to Canary Wharf is not only based on our need for larger premises, but also reflects our commitment and conviction that the Institute of Inner City Learning can and will provide tangible social, economic and cultural benefits to its surrounding communities in East London and beyond.

### **7.2 Appointment of a Design and Build Contractor**

The University is seeking to appoint a Design & Build contractor who will appoint suitably qualified and experienced consultants to complete the design, manage and undertake the proposed works, within the Universities demise at One Westferry Circus, to provide their new London Academic Campus.

The University's demise is located on 3 floors of the building. Approximately, **11,000** sq ft on the Ground Floor, **25,234** sq ft on the First Floor and **10,000** sq ft on the Second Floor.

The extent of the Ground-Floor demise currently houses a vacant Conference & Cafeteria Facility, a Service area, Nursery and Sanitary Accommodation. The Ground Floor is accessed through an independent, glass frontage entrance into the Nursery, then through the Service area to the Conference Centre and Sanitary Accommodation. There is an access into the Conference Facility directly off the main building atrium that would not be suitable for construction access and also via a goods lift from the under-croft service area. The works associated with the Ground Floor generally consist of removal of existing partitions, fixtures, fittings, and finishes, including associated services, and providing a tenant's fitout as indicated on the proposed plans and accommodation schedule. There is a requirement to form a new independent staircase, within the demise, from the Ground Floor to the First Floor levels, the provisional location and extent of this is indicated on the proposed plans and requires further investigation.

The extent of the First-Floor demise covers the whole floor outside of the Landlords Core facilities, and currently houses a vacant Conference Facility. The First Floor is accessed through an independent staircase within the main building atrium and via the main building lift core, neither would be suitable for construction access. There are also several Means of Escape stairs, one of which is linked to the glass frontage entrance of the ground floor Nursery. Access is also via the goods lift from the under-croft service area. The works associated with the First Floor generally consist of removal of existing partitions, fixtures, fittings, and finishes, including associated services, and providing a tenant's fitout as indicated on the proposed plans.

The First-Floor has recently been fitted out to CAT A standard. The First-Floor demise is accessed through the main building atrium and the main building lift core, this would not be suitable for construction access. Access would generally be via the goods lift from the under-croft service area. The works associated with the First Floor generally consist of providing a tenant's fitout as indicated on the proposed plans.

### 7.3 Mechanical and Electrical Engineering Services:

To design supply and install mechanical and electrical engineering systems to suit the required fit out for the proposed space. It is currently fitted out for office use and will be changed to educational accommodation under this fit out. Please note the occupational density of the accommodation changes from approximately 1 person per 10sqm to approximately 1 person per 3.5sqm, and coupled with the proposed layout changes and tenant requirements, substantial changes to the building services systems are required within the UWTS D demise.

The contractor is to appoint a suitably qualified and experienced contractor and consultant to undertake the MEP design works. The contractor will be responsible for confirming the arrangement of existing MEP services provisions and all works associated with the removal an alteration of MEP services to suit the proposed tenant fit out.

The existing building is a multi-storey arrangement and serviced with central plant provided by the landlord. The tenants' demise and fit out starts at the edge of the tenant's plant rooms on each floor. A summary of the building services required is scheduled below:

Service	Existing	Proposed
<b>Ventilation</b>	VAV system with on floor central DX units	Ground and Second – Existing system altered to suit proposed layouts First - Provision of new complete and independent HVAC equipment for including all air and cooling plant
<b>Heating &amp; Cooling</b>	Heating and cooling by VAV systems with local electric heater batteries.	Ground and Second general – Existing system altered to suit proposed layouts Ground reception – New MVHR units with DX heating & Cooling. First – Consider VAV system or VRF fan coil
<b>Domestic Water Service</b>	Provided at landlord's cores	Extension of existing cold water service and drainage from landlord cores with local point of use electric water heaters
<b>Sprinklers</b>	Full building coverage which appears to be zoned per floor (landlord to confirm)	Alterations to sprinkler layouts to suit proposed layouts
<b>Mains electrical distribution</b>	Tenant distribution boards fed off landlord's risers	New tenant distribution boards fed off landlord's risers. Dedicated supplies for plant fed off landlords risers
<b>Lighting &amp; emergency Lighting</b>	Mixture of arrangements	New lighting designed to suit proposed layouts
<b>Small power</b>	Mixture of arrangements	New small power designed to suit proposed layouts
<b>Security</b>	Access control provided at landlords doors to tenants demise	New security designed to suit proposed layouts and alterations to landlord's systems to suit UWTS D entry requirements. New intruder alarms New CCTV systems
<b>IT/Communications</b>	Mixture of arrangements	New communications systems designed to suit proposed layouts. Installation of new mains fibre connections to external Openreach and Virgin Media networks
<b>Fire Alarms</b>	Existing landlords fire alarm and PAVES system which appears to be zoned per floor	Alterations to existing systems to suit proposed layouts
<b>AV Equipment</b>	N/A	New AV systems to suit proposed layouts as required by UWTS D

Note: Ground and second floors have MEP systems feeding through the proposed UWTSD demise areas which need to be retained throughout the works. This may also apply to first floors

The key risks;

- Planning – The University is currently applying for a change of use from Office to Educational use and may also have to apply for minor alterations to the external façade to accommodate extract grilles.
- Maintaining services continuity to existing tenancies outside of UWTSD demise
- Noise & disruption

**Location: One Westferry Circus**

<b>Appendices Have been uploaded Separately</b>	
Appendix A – Current Floor Plans	<p>Existing Ground Floor Plan (E101)</p> <p style="text-align: center;"> E101.pdf</p> <p>Existing First Floor Plan (E102)</p> <p style="text-align: center;"> E102.pdf</p> <p>Existing Second Floor Plan (E103)</p> <p style="text-align: center;"> E103.pdf</p>
Appendix B – Proposed Floor Plans	<p>Proposed Ground Floor Plan (SK01C)</p> <p style="text-align: center;"> SK01C.pdf</p> <p>Proposed First Floor Plan (SK02A)</p> <p style="text-align: center;"> SK02A.pdf</p> <p>Proposed Second Floor Plan (SK03A)</p> <p style="text-align: center;"> SK03A.pdf</p>
Appendix C – Accommodation Schedule	<p style="text-align: center;"> Accommodation Schedule_London_7tr</p>

Contractors who are bidding need to provide reassurance that they have the resources, capacity and capability to undertake such services effectively, over the specified geographical area and within the Scope of Requirements.

Sub-contracting will be permitted with prior constant from UWTSD .

## **7.4 Proposed Contract Arrangements**

### **Following receipt of PQQs**

An evaluation of all Pre-Qualification Questionnaire responses will take place in order to determine which bidders will progress to the tender stage. **A minimum of 4 and a maximum of 6 suppliers will progress to the tender stage.**

**The form of building contract will be the JCT Design and Build Contract 2016 Edition.**

## **7.5 Proposed Contractor's Obligations**

The contractor will be responsible for the full design and construction of the works based on the Employer's Requirements to be issued at the next stage i.e., the ITT. In outline, the works comprise:

- Minor demolitions and alterations.
- Fit-out works to provide teaching and administration spaces and additional toilet provision.
- Adaptation of existing and new mechanical engineering and electrical installations.
- IT installations.
- Fire strategy.
- Obtaining Building Control approval and all necessary permits to undertake the works.

The ITT will identify the detailed Employer's Requirements including contractual conditions e.g., insurances, liquidated damages, etc.

## PQQ Scoring Principles

The following scoring matrix will be used to evaluate the PQQ:

ASSESSMENT	DESCRIPTION	SCORE
<b>Outstanding</b>	<b>Exceeds</b> the requirement with significant additional benefits. In addition to demonstration by the Bidder of the relevant ability, flexibility, understanding, skills, resource and quality measures required to provide the services; the response identifies factors that will offer significant potential added value. Significant evidence provided to support the response.	<b>10</b>
<b>Excellent</b>	Response meets all requirements while providing full evidence to support the response with additional value and benefits and a high level of confidence.	<b>9</b>
<b>Very Good</b>	Response meets all requirements with a good evidence base and some added benefits.	<b>8</b>
<b>Good</b>	Response meets all requirements to the minimal level required. No concerns.	<b>7</b>
<b>Competent</b>	Response is complete and meets all minimum requirements. Some minor concerns.	<b>6</b>
<b>Acceptable</b>	Response meets all minimum requirements, but with concerns.	<b>5</b>
<b>Satisfactory</b>	Response is complete but fails to provide adequate evidence that all minimum requirements can be satisfied.	<b>4</b>
<b>Less than Satisfactory</b>	Response is complete but fails to satisfy all minimum requirements and fails to provide adequate evidence that these requirements can be satisfied.	<b>3</b>
<b>Inadequate</b>	Response is partly complete, some non-compliance and fails to meet some minimum requirements.	<b>2</b>
<b>Unacceptable</b>	Response is incomplete, non-compliant, fails to meet any minimum requirements and provides no evidence base.	<b>1</b>
<b>No Response</b>	No submission was made.	<b>0</b>

### Tender Acknowledgement

Please return to confirm your intention to submit a PQQ at least 2 days before the submission deadline. The UWTSB will only acknowledge receipt of PQQ submissions via an automated email from bidders who return this document.

To access the form please [click here](#).

If you do not complete the form, the university cannot guarantee you will be included in the circulation of queries and responses issued by the University, relating to this Tender exercise.

### Pre-Qualification Questionnaire Files

Further to the Information, Instructions and Draft Specification included within this document, you are required to complete and return both of the below embedded files, which will form your Pre-Qualification Questionnaire response.

All responses not submitted in the format provided will be rejected.

<b>Files have been uploaded separately</b>	
<b>UWTSB2122/173 Pre-Qualification Questionnaire File</b> (to open, please ensure "enable editing" has been selected, and double-click the excel icon).	 PQQ QUESTIONNAIRE Doc
<b>UWTSB2122/173 Scored Questions Response Template</b> (to open, please ensure "enable editing" has been selected, and double-click the word icon).	 UWTSB2122.173 . PQQ Scored Question