



Homes &  
Communities  
Agency

## **Ancoats and New Islington, Manchester**

### **Invitation to Tender for the Provision of Professional / Technical Services Concerning the Delivery of Office Fit Out Works at Royals Mills, Ancoats, Manchester**

**Issued: 30<sup>th</sup> June 2014**

**DEADLINE FOR RECEIPT OF TENDERS  
Not later than 12pm, Friday 4<sup>th</sup> July 2013**

## SECTION 1: OVERVIEW

The Homes & Communities Agency (HCA) is seeking to appoint a suitably qualified professional team to assist it in designing and delivering office fit out works across the ground floor commercial accommodation located at Royal Mill and Paragon Mill, Ancoats, Manchester.

The services required of the professional team include:

- **The provision of condition surveys**
- **The provision of laser scanning surveys**
- **Detailed design work**
- **Cost consultancy**
- **Contract administration / project management services**
- **M&E / civil engineering services**
- **CDM services**

This invitation to tender is extended exclusively to members of the HCA's professional services panels.

In recognition that panel members may not have the required expertise to deliver the full range of services referred to above, bidders are encouraged to assemble a professional team who are capable of competently delivering each of the required strands of work.

In terms of the formal appointment process, the HCA intends to enter into a contract with the professional team's lead consultant only. In this regard, the lead consultant will be responsible for agreeing sub-contractual arrangements and making onward fee payments to members of its professional team.

## SECTION 2: BACKGROUND

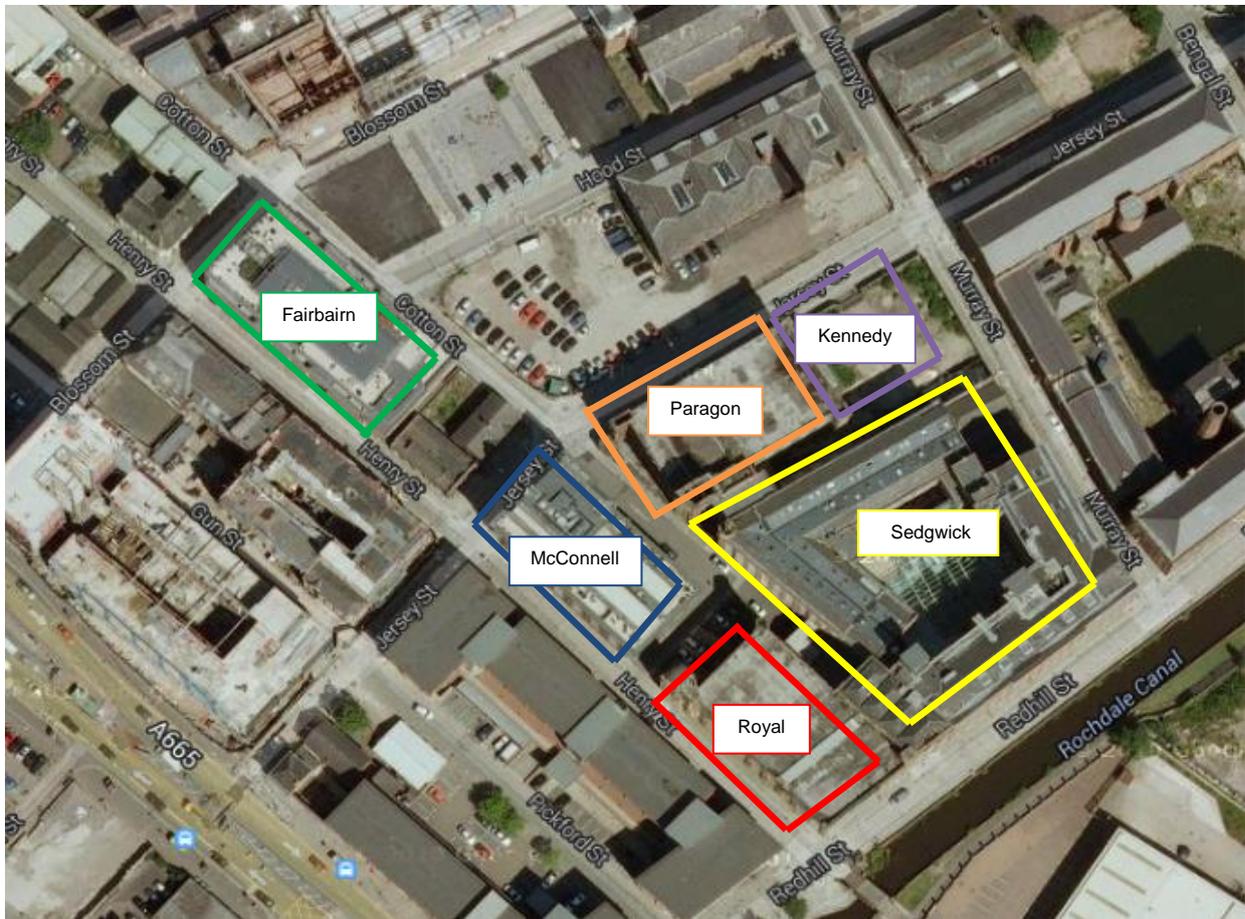
Royal Mills is situated on the corner of Redhill Street and Henry Street in Ancoats – which is located on the northern fringe of Manchester City Centre.

The Royal Mills complex comprises 6 distinct buildings – 3 of which have resulted from the renovation of original mill buildings (Sedgwick Mill, Royal Mill and Paragon Mill) and 3 of which are new build structures which have been developed on land adjacent to the original mills (the McConnell Building, the Kennedy Building and the Fairbairn Building).

The original mill buildings (i.e. Sedgwick, Royal and Paragon) are all Grade II\* listed.

The complex currently accommodates a mix of ground floor commercial space (approx. 60,000 sq.ft) and residential apartments (320). All commercial space located across the complex is owned by the HCA.

The following plan provides an overview of the Royal Mill complex:



Whilst the majority of commercial space across the complex is already fit out as office accommodation, some 16,400 sq.ft of space is currently in a shell condition awaiting fit out works.

This shell commercial accommodation is located as follows:

- Ground Floor of Royal Mill – 8,800 sq.ft
- Ground Floor of Paragon Mill – 7,600 sq.ft

The HCA wishes to coordinate fit out works across Royal and Paragon Mill in order to bring the space into use as office accommodation. Floor plans for each building are included in Appendix A.

To support the delivery of these fit out works, the HCA would now like to appoint a professional team to provide services associated all aspects of designing and delivering the work.

## SECTION 3: SCOPE OF SERVICES REQUIRED

The HCA's selected professional team will be responsible for providing the following services:

- Undertaking condition surveys for each property
- Undertaking laser scanning surveys for each property
- Coordinating detailed design work
- Providing a full M&E / civil engineering design works
- Preparing a planning application and listed building application for the works
- Preparing a detailed cost plan
- Preparing a full suite of tender drawings
- Providing a tender recommendation report to the HCA recommending the appointment of a preferred building contractor
- Providing contract administration services
- Dealing with and formalising variations to the project
- Providing CDM-C services
- Snagging lists and practical completion certificates

## SECTION 4: TERMS OF APPOINTMENT

The HCA intends to contract with a single lead consultant, who in turn will be responsible for appointing and paying all wider members of the professional team.

The HCA requires that collateral warranties are provided in relation to the professional team's work. However, whilst the HCA will not be contracting with wider members of the professional team – the selected professional team will be required to directly provide collateral warranties to the Agency (i.e. sub-consultants are to provide collateral warranties directly to the HCA, rather than via the lead consultant).

Bidders should also be aware that – whilst under the standard terms of their appointment to the HCA's professional panel – the bidder is required to provide unlimited liability cover to the HCA, the HCA is electing to waive this obligation in the case of this commission.

Specifically, liabilities attached to this commission will be limited to the extent of the bidder's individual PI cover.

## SECTION 4: TENDER SUBMISSIONS

Panel members are invited to provide a brief tender submission to the HCA indicating 1) their financial offer to the HCA in response to this brief 2) their track record for delivering large capital programmes.

In this regard, tender submissions will be assessed by the HCA as follows:

- 70% on price
- 30% on track record

### **Price Offers**

Bidders are asked to provide an indication of their fees for delivering this commission.

In order to give bidders a sense of the anticipated scale of the building contract, the HCA expects that the fit out works will cost in the order of £1.1m to deliver (excl. professional fees).

In terms of scoring, the bidder with the lowest financial offer (i.e. the most economically advantageous to the HCA) will score the maximum score of 70%. The financial offers submitted by other bidders will then be scored 1) as a pro rata proportion of the best offer and 2) by applying a multiplier which is equivalent to the bidder's ranking.

For example, in the event that 'Bidder A' offers to deliver the required professional services for £75,000, 'Bidder B' £80,000 and 'Bidder C' £85,000 – then the scores awarded out of 70% would be:

<b>Bidder</b>	<b>%age Offer</b>	<b>Ranking</b>	<b>Weighted Score</b>
Bidder A	$(£75,000 / £75,000) \times 100\% = 100\%$		(of 70 marks = <b>70.00%</b> )
Bidder B	$(£75,000 / £80,000) \times 90\% = 84.38\%$		(of 70 marks = <b>59.06%</b> )
Bidder C	$(£75,000 / £85,000) \times 80\% = 70.59\%$		(of 70 marks = <b>49.41%</b> )

### **Track Record**

Bidders should provide one or more examples of capital projects that they have delivered which are similar in nature to this commission.

In this regard, bidders should state:

- The location of the project
- The type of capital works involved
- The professional / technical services provided by the bidder or their sub-consultant(s)
- The value of the capital works

No more than 1 side of A4 is required in this regard.

The maximum score for this element of the assessment is 30%. Higher scores will be awarded for examples that are 1) similar in nature to the type of project proposed by this commission and 2) the range of professional services provided within the example being similar to the scope of services required as part of this commission.

### **Instructions for Submitting Tender Bids**

The HCA wishes to receive completed tender submissions by **12pm, Friday 4<sup>th</sup> July 2014**.

Acknowledging that this is a relatively short tender period, the HCA is seeking only brief tender responses from bidders.

In this regard, the HCA is happy to receive tenders from bidders in the form of a letter. In accordance with the requirements set out above, letters should:

- Confirm the professional team's overall fee quote
- Provide at least one example of a commission delivered by the bidder which is similar in nature to this commission

Tender submission letters are requested electronically by email – and should be sent to the following person at the HCA:

#### **Phil Collings**

Area Manager – Greater Manchester

E: [REDACTED]

M: [REDACTED]

Should bidders require clarification concerning this commission, then they should contact Phil via the details referred to above.

Bidders should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and the HCA. The HCA will consider any such request and will either respond on a confidential basis or give the bidder the option to withdraw the clarification question.

If the bidder does not elect to withdraw the question and the HCA considers any clarification question to be of material significance, both the question and the response will be communicated, in suitably anonymous form, to all other potential bidder.

### **Selection of a Preferred Bidder**

A preferred bidder will be selected by the HCA during the week commencing 7<sup>th</sup> July 2014.

It is intended that works towards the delivery of this commission will begin in mid-July 2014, and will conclude in December 2014.

## SECTION 5: CONDITIONS & DISCLAIMERS

At its own discretion, the HCA reserves the right to:

- Discontinue this tender process at any time
- Request further details from bidders to assist in its decision making process
- Invite bidders to an interview

Any costs / expenses incurred by bidders in preparing a submission to this tender opportunity will not be refunded by the HCA.

A contract will be established between the selected consultant and the HCA based on the terms and conditions each has already accepted for appointment to the HCA Panel.

By submitting a tender proposal to the HCA, it will be taken that bidders accept and acknowledge the terms set out above.

## SECTION 6: MANAGEMENT & REPORTING

██████████, Area Manager in the HCA's Greater Manchester Team will be the nominated officer responsible for the day to day management of the work and will perform the key client liaison role.

Similarly the consultant should provide the contact details for a day to day lead from their side.

## SECTION 7: OWNERSHIP OF OUTPUTS

All data produced as a result of this commission (reports, drawings and any other materials), will remain in the ownership of the HCA once the commission is finished.

## SECTION 8: TERMINATION

As per standard contracts, HCA will be able to terminate the arrangement on service of notice in writing, should the requirement to do so arise.

## SECTION 9: CONFIDENTIALITY

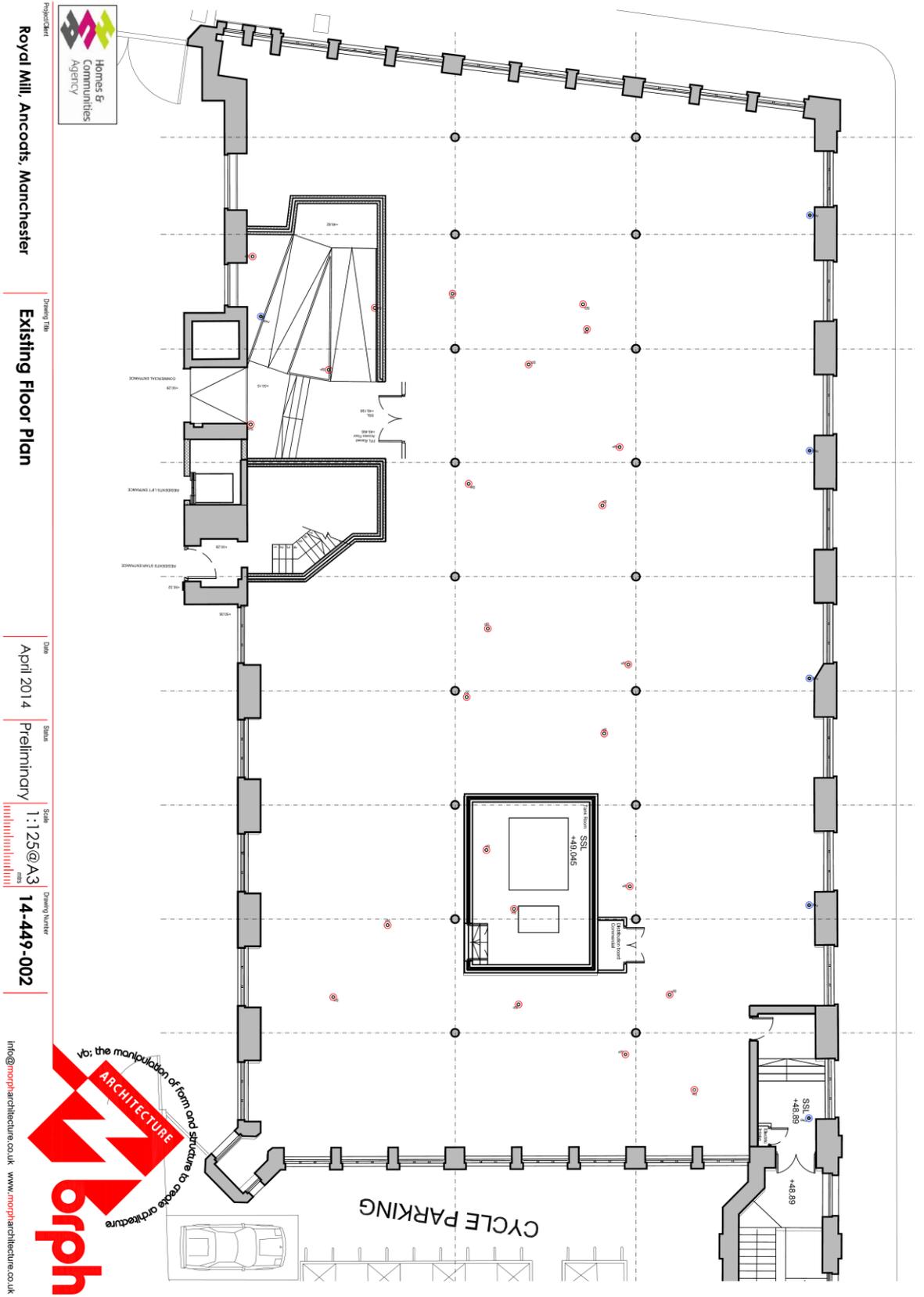
All information supplied by the HCA in connection with this Invitation to Tender shall be treated as confidential by prospective tenderers and shall not be revealed at any time to any person (including any Organisation) except for the purposes of the preparation and submission of this tender or the performance of any contract entered into by the HCA pursuant to any such tender.

Copyright in the documents comprising the Contract is vested in the HCA but Tenderers may obtain, or make at their expense, any further copies required for use by them in the preparation of their tender submission and in performing the Contract.

## SECTION 10: TRANSPARENCY

This procurement and award is subject to the transparency arrangements being adopted by the UK Government. These arrangements include the publication of tender documentation issued by the HCA and the contract between the HCA and supplier. Bidders should highlight any areas they consider commercially sensitive in order for the HCA to be able to honour our transparency obligations without undermining the bidder's commercial interests.

# APPENDIX A



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Project Client  
**Royal Mill, Ancoats, Manchester**

Drawing Title  
**Existing Floor Plan**

Date  
**April 2014**

Status  
**Preliminary**

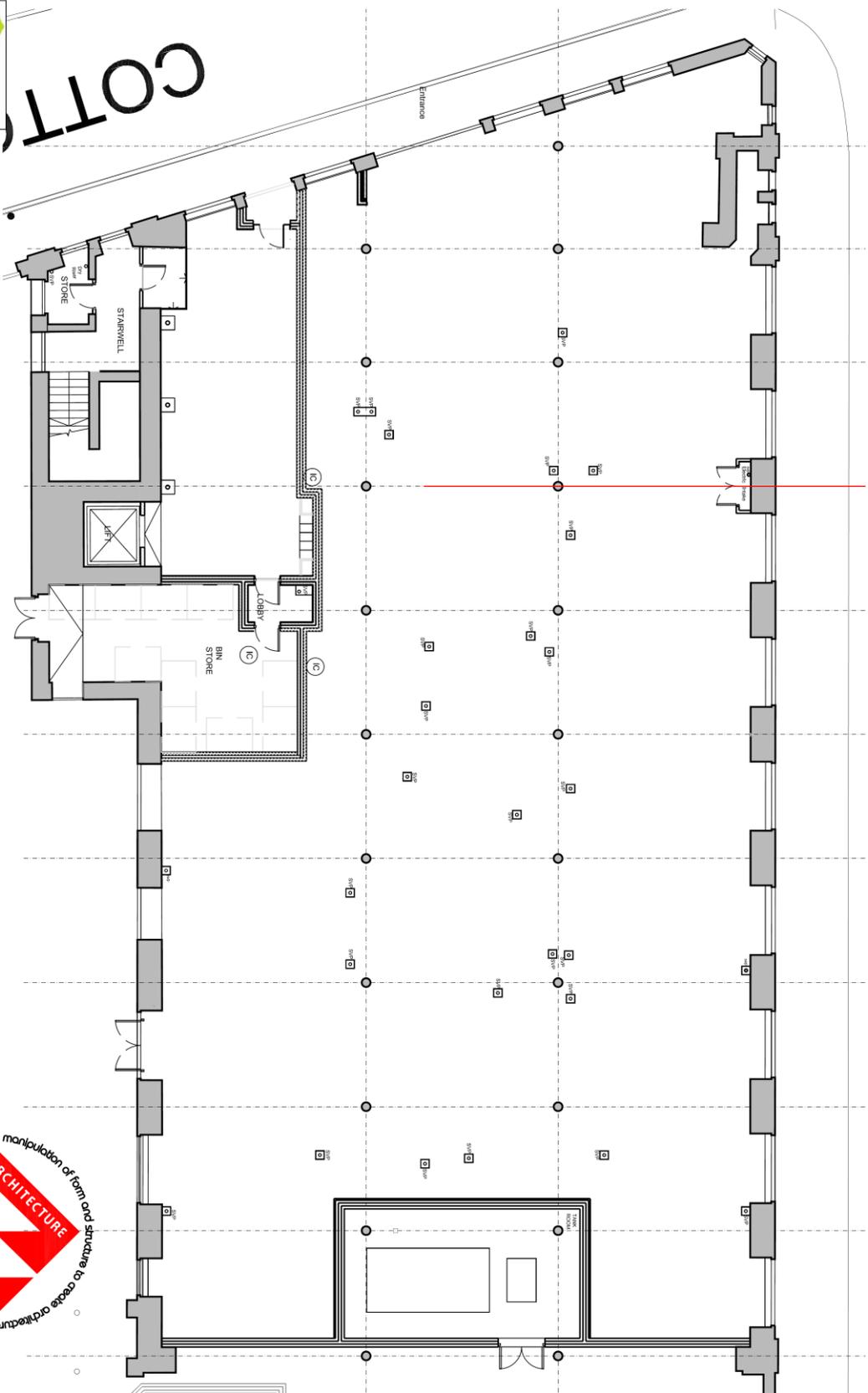
Scale  
**1:125 @ A3**

Drawing Number  
**14-449-002**

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Project Client  
**Paragon Mill, Ancoats, Manchester**

Drawing Title  
**Existing Floor Plan**

Date  
**April 2014**

Status  
**Preliminary**

Scale  
**1:125@A3**

Drawing Number  
**14-449-003**

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