

Request For Information (RFI) Summary Note for the Freight Handling Facility (FHF) at RAF Brize Norton

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1. Purpose of this document

The following Request for Information (RFI) is intended to seek feedback and information from the market around the development of a new Freight Handling Facility (FHF) at RAF Brize Norton, its requirement and the most appropriate procurement strategy that industry can support. It is for information purpose only with no intent to create any legal obligation(s) and all information / discussions shall be conducted on that basis clearly remaining as 'subject to contract'. Please note, that it is the Authority's intent to compete any anticipated contract.

This document sets out some key information, such as the summary of requirements, anticipated contract form, procurement process and the proposed Early Market Engagement Sessions.

2. Brief Background

The design and build of a FHF at RAF Brize Norton (part of the wider Programme Future Airport (PFA) change programme), is a combined infrastructure / equipment capability programme designed to replace the current freight handling facility at Brize Norton.

Why is a new Freight Handling Facility at RAF Brize Norton required?

Air Movements activity is an essential operational enabler within the military logistics chain. The RAF Air Transport Force (ATF) moves a significant volume of cargo through RAF Brize Norton, as it is the Authority's single military Airport of Embarkation (APOE). To ensure this future Defence capability is maintained the Authority is embarking on a modernisation agenda, informed by industry, to ensure that it is resourced and configured to support the future needs of the Armed Forces. The new FHF has been identified as a particularly important part of this modernisation agenda, replacing the original facilities and to enable Brize Norton to meet the high demand signal set by Defence Strategic Direction (DSD). In addition, the Strategic Outline Business Case also highlights that a new, automated FHF provides the best Value for Money (VfM) whilst significantly de-risking Brize Norton's ability to meet with forecast outload requirements.

3. Summary of requirements

The ultimate requirement is to provide a Commercial Off The Shelf (COTS), automated, modern, air cargo handling system and infrastructure for RAF Brize Norton. The facility is expected to have an internal handling space of 9,950m² and a total of c.8,000m² external required space. The facility is expected to have a 4-layer storage system resulting in approximately 14m internal and the maximum external height of 18m. It will also incorporate offices and infrastructure for the 1 Air Mobility Wing (AMW) management and support functions (please see the Requirement Summary Document).

The facility is proposed at a 'green field' area within Brize Norton's site with relatively close proximity to the active airside. It is not foreseen that the construction would significantly impact the operation of the airfield, however this will be confirmed when access routes and construction site boundaries are finalised. Due to the location and site access, a Baseline Personnel Security Standard (BPSS) check is required for all workers. Please note, that for security reasons a military security personnel's presence might be necessary at certain construction steps – this will be confirmed at a later stage of the procurement. For more details (indicative layouts, interfaces between material handling and infrastructure, etc.) please see the Requirement Summary Document.

The variation of flow between routine and peak (surge demands) will require an optimised solution which presents a best-in-class solution. The Material Handling Equipment solution needs to be in a state of readiness for surge requirements even though it will be predominantly used for low volume of cargo compared to import / export peak periods. A peak scenario is determined to be: 'surge

outbound' and 'business as usual' together with the 'exercise demand' for inbound. Please see the Requirement Summary Document for more information.

To ensure effective and efficient use of this strategically important facility integrated, equipment / capability led infrastructure delivery is needed. Below we have outlined the summary of some key user and system requirements. In essence, a process-driven air cargo handling system is required to support all the procedures necessary to:

- receive freight;
- process and build cargo onto aircraft pallets (ACP);
- check-weight and store within the facility prior to loading on flights for exports and the reverse procedure for imports; and
- provide an equipment / software solution to move, record and track freight and pallet locations (interfacing with current LogIS systems).

It is envisaged that the automated storage and retrieval system will utilise an autonomous / software controlled Elevating Transfer Vehicle (ETV) to transport built pallets to / from workstation / receiving deck to Pallet and Container Handling System (PCHS). PCHS to provide not more than c.300 storage positions. The FHF capability will also provide a reporting facility to generate management reports on all aspects of cargo information. For more information on user and system requirements (indicative list of equipment, etc.) please refer to the Requirement Summary Document.

Overall, this facility is required to be a state-of-the-art FHF which provides a modern, automated and robust capability to meet the strategic demand signal, ensuring agility and resilience for the Armed Force.

4. Anticipated contract

The anticipated contract has three main activities:

1. the design and build of the FHF infrastructure;
2. the design, development and installation of the FHF's equipment; and
3. the provision of the initial spares / maintenance support for the equipment (over 25 years).

These activities are either carried out under one contract or separately depending on the selected procurement strategy, which we require input from the market. The anticipated duration of the contract is two years, which will cover the completion of first and second activities. The duration of the third activity is 25 years preferably by the same supplier as the second activity. Please note, that it is the Authority's intent to compete any anticipated contract.

The proposed contract will be based upon MOD Standard Terms, with additional conditions appropriate to the contract requirements. This is expected to include specific Key Performance Indicators (KPIs), social value measures, and a limitation of contractor's liability. The anticipated contract value is between £30,000,000 - £40,000,000 for the first activity and between £30,000,000 - £50,000,000 for the second and third activities. It is the Authority's intention to proceed with the best contractual vehicle and pricing method to achieve the required performance for Defence.

The Authority looks to seek feedback from contractors and suppliers around the best contractual mechanism (please note NEC4 is a preferred contract option by the Authority, however such preference shall not be a limiting factor for suppliers) and the most viable pricing.

5. Indicative procurement process and timeline

The identification of the most viable contracting route is a key part of the Early Market Engagement Sessions (EMES). The aim of the EMES is to understand what procurement options are available for the FHF and what can be supported by the market.

Please see below initial, non-exhaustive example options:

- **Procurement of the FHF design element and build / the FHF equipment fit-out elements through separate contracts** - with two (or more) separate suppliers responsible for the respective elements and the integrated project management.
- **Procurement of the FHF design element and build / the FHF equipment fit-out elements through a single contract** - one supplier is responsible for the entire facility and its equipment fit-out.
- **Other procurement options preferred by the supplier(s)** - other preferred procurement options proposed by the supplier providing the same performance and staying within the cost / time constraints of the project.

As part of the review and assessment of the various contracting route options the Authority will assess each option through the lens of Performance, Cost and Time (PCT) and Social Value (SV) principles - meaning that the best option for Defence is the one providing the required performance (or better) for the same (or lower) cost and time, in a way it benefits for the wider society and local community.

Such benefits shall be captured through the Government's Social Value Model. The selected 'themes' and the related 'policy outcomes' which are the most relevant to this project are listed below:

- Theme: Tackling economic inequality - Policy outcome: create new businesses, new jobs and new skills;
- Theme: Fighting Climate Change - Policy outcome: Effective stewardship of the environment;
- Theme: Wellbeing - Policy outcome: Improve health and wellbeing.

The Authority is keen to understand how suppliers are proposing to deliver such additional benefits and what relevant experience they can draw from. Related questions are included in Section 7 and for further information on the Social Value Model, please visit [this link](#). Please note that the above selected themes are the main SV focus for this project, however, all themes within the Government's SV Model are important priorities.

The contract will be completed under the Public Contract Regulations (PCR) 2015. This will entail a number of stages before contract award. The process will provide the opportunity for clarification discussions between the Authority and potential suppliers.

The anticipated procurement timeline is subject to the selected procurement route and strategy. However, the Authority is looking to go to market as early as possible (~Q2 2023) as the desired time for completion of the facility with final operating capability is in Q4 2025.

6. Early Market Engagement Sessions (EMES)

Between 17/01/2023 and 19/01/2023 we will be hosting EMES In order to get input from the market around the development of a new FHF at RAF Brize Norton, its requirements and the most appropriate procurement strategy that the industry is able to support.

The sessions will provide an opportunity to understand key considerations, best practices and any examples of work completed similar to this in the past.

The primary objectives of the FHF EMES include:

- Gauge and generate interest around the FHF development opportunity;
- Assess the market readiness and maturity in addressing the presented requirements;
- Obtain feedback and queries on the FHF facility requirements as currently defined;
- Gain better understanding as to the total cost and time required to deliver the project;
- Review (both benefits and risks of) of the potential procurement route and strategy options; and
- Identify any additional innovative solutions available, which can improve the required capability, facility performance or reduce the cost, risk and timeline elements of the construction.

Form and time frame of EMES

The Authority intends to hold EMES, which will constitute:

- An overview presentation about the FHF project and its requirements followed by a general Q&A;
- One-to-one sessions with the interested parties to discuss their responses to the questions in Section 7 and any further queries they may have.

The EMES is expected to take place as a hybrid event;

- The overview presentation and Q&A will take place only once on the 17/01/2023 (first day of the EMES) online and will be recorded and shared with all interested parties for fairness and transparency.
- The one-to-one supplier sessions will be organised based on the interested parties' availability in between 17/01/2023 and the 19/01/2023 either in person or online - depending on supplier preference. Location for in-person one-to-one sessions will be likely organised at RAF Brize Norton.

Please note, information shared during the one-to-one sessions of the EMES which may be relevant to the procurement process, will be shared by the Authority with all participants following the EMES. Whilst engaging in the EMES, it is the supplier's responsibility to specifically identify information they shared with the Authority which is considered as their intellectual property (IP) or commercially sensitive information. As a result, such identified information will not be shared with other participating suppliers by the Authority – however it is expected that at this stage the amount of such information will be limited.

Final dates and exact location of the in person one-to-one sessions (for those suppliers who selected this option) will be confirmed prior to the EMES, no later than 10/01/2023.

Indicative agenda

Please see below the anticipated agenda for the first EMES day below (please note depending on the level of interest EMES may run over a number of days, however, each supplier is expected to attend only on one day). Times and agenda will be confirmed in advance to the EMES.

Time	Agenda items
10:00 - 11:00	FHF overview presentation by the Authority <i>(Virtual - only on the 17/01/2023)</i>
11:00 - 11:30	Q&A session with all interested parties <i>(Virtual - only on the 17/01/2023)</i>
11:30 - 12:00	Break
12:00 - 13:00	One-to-one sessions with suppliers*
13:00 - 14:00	Lunch break
14:00 - 15:30	One-to-one sessions with suppliers*
15:30 - 16:00	Break
16:00 - 17:30	One-to-one sessions with suppliers*
17:30 - 17:45	EMES closing

*Each one-to-one session will have same structure as outline below:

- Introduction;
- Supplier's response to RFI questions (please see Section 7); and
- Questions / Session closure.

Registration of interest

If your company is interested in attending the EMES, please provide the following details to the Authority Point of Contact (POC) by email by close of play 09/01/2023:

- Please use the following subject in your email: FHF RFI response - 'Name of your organisation'
- Organisation details (Legal name, website address):
- Name(s) of Attendee(s):
- Position / Role of Attendee(s):
- Email Addresses for Attendee(s):
- Phone Number of Attendee(s):
- Security Clearance Status:
- Preferred day to attend to the one-to-one sessions (17/01/2023 - 19/01/2023):
- Preferred way of attending to the one-to-one sessions (online or in-person):

Please note, that a maximum of three attendees are allowed per supplier by the Authority. However, the number of attendees might need to be further limited, depending on the number of suppliers interested.

7. Request for information

As part of exploring the market through the outlined early market engagement in Section 6, the Authority invites industry to outline its ability and interest in meeting the requirement and what preferred procurement strategy (please see Section 5) they are able to support.

Please answer the below eight questions and provide any additional supporting information to the Authority via email to the point of contacts noted in Section 8. You will have the opportunity to elaborate further on your answers during the EMES (as detailed in Section 6). **Please send your responses to the RFI questions below to the Authority by 13/01/2023.**

Responses should be limited to not more than 500 words per answer per question or additional information and will be discussed during the EMES. Please note, it is mandatory to provide your written responses to the questions below on the EMES and clearly mark any confidential or proprietary information.

1. **A.)** Would you be interested in bidding for this requirement (infrastructure design and construction and / or equipment fit-out)?
B.) Please provide a brief overview of your ability to meet the requirement as provided in this RFI.
C.) Would you be able to provide a Rough Order of Magnitude (ROM) cost for the i.) construction of the facility and ii.) provision of the equipment, installation, commissioning, and support costs for a 25 year period?
D.) Is the planned timeline for the Final Operating Capability (FOC) of the new FHF by Q4 2025 achievable?
E.) What is your high-level, indicative timescale (highlighting potential critical path elements) for the provision of your services? These will be used for planning assumptions only.
2. **A.)** What contracting route is your preference and why (i.e. only infrastructure design and construction, only equipment fit-out, both, an alternative option)?
B.) What is your preferred contract option and pricing method in relation to the preferred contracting route and why?
3. **A.)** What would be the preferred delivery structure for your organisation to deliver the full scope of the integrated, fully equipped FHF? If it is an alliance partnership or working with subsidiaries please provide further details (i.e. delivery team's organisation structure, high-level roles and responsibilities, indicative work packages, etc.).
B.) Please, provide your relevant case studies and a brief overview of your experience with similar capability led infrastructure construction, including equipment installation, integration and commissioning. Please keep the 500 words limit and focus on specific experience instead of general capability description.
4. **A.)** What is the minimum level of information would you require to provide a fully costed bid (i.e. providing requirement documents only, or preliminary / detailed design)?
B.) Would your organisation expect the Authority to work with a third party to generate a design which you then implement or would you expect the Authority to provide a detailed requirement document which you use to generate and then implement the best design for the facility and its equipment?
C.) If both approaches are acceptable, which would you consider optimal and why?

5. With regards to the FHF's technical details in the Requirement Summary Note, please provide any comment here. We are particularly interested in the following:
 - A.) are there any elements of the requirement that would be a constraining factor for your services?
 - B.) are there any critical customer support dependencies (specific information, access, construction compound / material and equipment storage) that would be necessary to help ensure success?
 - C.) are there any innovative ways of delivery, technical application (i.e. equipment or system solutions, etc.) which are able to improve the performance of the facility and / or the cost and timeline of the project delivery?

6. With regards to the Government's Social Value Model the following themes and related questions were identified for this project:
 - A.) Tackling economic inequality - Please describe the commitment your organisation will make to ensure that the FHF contract will provide the necessary opportunities to: influence staff, suppliers, customers and communities through the delivery of the contract to create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas.
 - B.) Fighting Climate Change - Please provide further detail of your organisation's attitude towards, and activities that contribute to, fighting climate change and the effective stewardship of the environment, including how you will: deliver additional environmental benefits through the performance of the contract including working towards net zero greenhouse gas emissions.

Please note: additional environmental improvements could relate to the end product or work, the production or construction process, or the future maintenance of the product or work.
 - C.) Wellbeing - Please provide further detail and relevant examples of your organisation's commitment to activities that: influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.

7. A.) Given the current economic climate, please provide your views on how you will address ongoing inflation during the FHF project's timeframe.

8. A.) What support is recommended for your service from the Authority and what warranty is provided with your service / equipment?

9. A.) Please provide information about the location of your supply chain (UK, Europe, or Worldwide) and any supply chain risks as a result of Brexit or Covid?

8. Further information and queries

All information and formal communications in relation to this project will be provided through the Defence Sourcing Portal (DSP). For any queries in relation to this RFI and the EMES, please direct these to both PoCs below. **Please send any clarification questions or queries to the Authority by close of play 20/12/2022, in order to be able to address them in a timely manner. Responses to queries will be shared prior to the EMES.**

The Authority PoCs:

- Sqn Ldr, Martyn Donald
Martyn.Donald712@mod.gov.uk
- Rashmi Bhatt
Rashmi.Bhatt100@mod.gov.uk

Confidentiality & Proprietary Information:

Confidential information included in your response, or in discussions connected to it, needs to be clearly marked and will not be disclosed to any other third party. Proprietary information, where included, should be kept to minimum and must be clearly marked.

Please note, information shared during the one-to-one sessions of the EMES which may be relevant to the procurement process, will be shared by the Authority with all participants following the EMES (information which is IP, confidential or proprietary information will not be shared).

Costs of preparing your RFI response:

Any costs relating to the preparation and submission of a response to this RFI are the sole responsibility of the respondent.

Please Note: The content provided within this RFI is provided for information purposes only and is not a formal approach to the market / call for competition. Any formal approach to the market will be completed through the Defence Sourcing Portal (DSP) via a Contract Notice. The information within this RFI is subject to change and is based upon the Authority's anticipated requirements and procurement timeline.

Additional information:

- Main Common procurement vocabulary (CPV):
 - 45000000: Construction work;
 - 44000000: Construction structures and materials; auxiliary products to construction (except electric apparatus);
 - 42000000: Industrial machinery;
 - 63000000: Supporting and auxiliary transport services; travel agencies services.
- Nomenclature of Territorial Units for Statistics (NUTS) code:
 - UK – United Kingdom,
 - UKJ – South England
- Closing date: 09th January 2023
- Contract is suitable for SMEs: Yes
- Contract is suitable for VCSEs: No
- The notice involves the establishment of a framework agreement: No

Summary of EME timeline milestones:

Timeline milestone	Date
Supplier clarification questions / queries - deadline	20/12/22
Registration of attendance at EMES - deadline	09/01/23
Supplier answers in response to RFI - deadline	13/01/23
EMES period	17 – 19/01/23