

Version: 25 February 2020

## Instructions to Tenderers

### Client

The client for this procurement is LS185 Ltd.

London Stadium  
Queen Elizabeth Olympic Park  
London  
E20 1ST  
UNITED KINGDOM

The contact is: Alan Skewis.

The successful tenderer will be expected to also work closely stadium stakeholders.

### Associated Documents

The bidder should make themselves aware of the contents of the following documents:

- Work Scope
- Specification
- Form of Contract
- Evaluation Process
- Drawings

General Information on GLA/LLDC/E20/LS185 policies to be adhered to, is available on the following website: [www.queenelizabetholympicpark.co.uk](http://www.queenelizabetholympicpark.co.uk)

GLA – Greater London Authority  
LLDC – London Legacy Development Corporation  
E20 – E20 Stadium LLP  
LS185 – London Stadium (E20's appointed operator)

### Form of Contract

The successful tenderer will be contracted using the 'Short Form Minor Goods and Services Agreement'. A draft copy is attached.

Payment will be made as a series of lump sums as set out later in this document.

### Site Visit

A site visit for bidders will be organised during the tender period. Details of this will follow in due course once a bidder has registered their interest.

## **Timeline**

The target timeline is set out below:

|  |                        |
|--|------------------------|
| Documents uploaded to Contract Finder        | 5 Mar 20               |
| Site Visits for Bidders                      | w/c 16 Mar 20          |
| Last date for receipt of tenders             | 13 Apr 20              |
| Tender evaluation completed                  | 26 Apr 20              |
| Preferred bidder notified                    | 27 Apr 20              |
| Preferred bidder's site investigation period | 27 Apr 20 to 5 Jun 20  |
| Preferred bidder's design development period | 27 Apr 20 to 19 Jun 20 |
| Contract awarded                             | 30 Jun 20              |
| Works completed on site (long-stop date)     | December 20            |

The intention of LS185 is to adopt the following procurement sequence:

- Publish the tender, and seek bids
- Provide a site visit for each bidder that wants it (recommended)
- Receive the tender returns (Design to RIBA Stage 3)
- Evaluate the tender returns
- Select a preferred bidder
- Allow that bidder to undertake physical surveys
- Work with that bidder to develop their design to RIBA Stage 4, and in particular to take account of any new survey data
- Award the contract

## **Invitation to Tender**

Tenderers are invited to submit bids for the works described in the documents. This is a turnkey contract.

The works must comply with all relevant health, safety, welfare, and employment legislation, including that required by the GLA.

The tenderer must include in their price/s for design management and project management of the works.

The tenderer must include a programme of the works within their tender, which covers the period from award of 'preferred bidder' status, up to the building entering into service. This is to include the date for the delivery of the O&M documentation and any spares needed. The

programme should take into account that the stadium regularly hosts events, and work will not be able to take place in the 24 hours before, or on the day of, an event.

Upon receipt of the bids, LS185 may decide not to award a contract.

During the Design Development phase LS185 reserve the right to disqualify the preferred bidder and enter into design development with the next highest rated bidder in the event that the design is developing in a direction that:

- a) is considerably more expensive
- b) is considerably more likely to impact negatively the day-to-day business of the stadium
- c) is unlikely to obtain the necessary third-party consents
- d) is not compliant with the specification
- e) requires extensive ground works and/or foundations not included in the original bid
- f) suggests the insurances provided by the bidder may be inadequate

In event of disqualification, the preferred bidders design costs to date would be met.

Tenderers are required to submit proposals for engagement with the local community, and in particular, with local schools.

A solution based around modular/framed buildings is acceptable. A utilitarian internal finish is acceptable, but the exterior finish must be sympathetic to the stadium colour, texture, and quality.

The latest CDM Regulations apply to these works, and LS185 require a high standard of health, safety, and welfare to be adopted by all parties involved with the design and delivery of these works.

#### Mandatory Requirements

The floor plan dimensions of the bidder's proposed design should adhere as closely as possible to the building shown on the drawings provided by LS185, but reductions of less than 500mm in length or width will not be scored negatively.

#### Documents Required from Each Bidder

Refer to the Evaluation Process document for additional information.

#### Financial Due Diligence

- Statement of compliance
- Contact details; contact name, registered address, trading address, phone number, email
- Company Registration Number and Company Name
- VAT Number
- Last two years audited accounts

#### Commercial

- Completed pricing grid

## **Sensitive - Commercial**

- Certificates of relevant insurance i.e. Professional indemnity, contractor's all risks, public liability and employer's liability.

### Contractual

- Statement of Compliance
- Contract acceptance and/or comments

### Design – Engineering

- Drawings and Calculations
- Materials specifications i.e. data sheets and certification (where applicable)
- Design Programme
- Construction Programme
- Confirmation of willingness to fulfil the Principal Designer and Principal Contractor roles under the current CDM Regulations, and evidence of experience of doing so.

### Design – Architectural

- Drawings; general arrangements, sections, plans, and an architectural 3D view from both the north and south
- Samples of external finishes
- The bidder is to provide a design to RIBA Stage 3 level of detail

### Community Engagement

- Statement of how the company engages with the community, employs local people and has a commitment to equality and diversity
- Summary proposals to engage with the local community on this project